

**AGENDA**  
**REDEVELOPMENT COMMISSION**

*McCloskey Conference Room*  
**Special Meeting**  
**September 2, 2015**  
**5:00 p.m.**

**I. ROLL CALL**

**II. READING OF THE MINUTES** – August 18, 2015

**III. EXAMINATION OF CLAIMS** –August 28, 2015 for \$143,740.70

**IV. EXAMINATION OF PAYROLL REGISTERS**–August 21, 2015 for \$28,237.25

**V. REPORT OF OFFICERS AND COMMITTEES**

- A. Director's Report
- B. Treasurer Report
- C. Legal Report
- D. CTP Update Report

**IV. NEW BUSINESS –**

- A. **RESOLUTION 15-48:** Approval of Project Review and Approval Form regarding an Addition and Renovations at the Animal Shelter
- B. **RESOLUTION 15-49:** Approval of Project Review and Approval Form Regarding Lighting Upgrades at the Buskirk-Chumley, Theater, Miller-Showers Park, Waldron Hill, and Buskirk Park, along the B-Line Trail, at the Morton Street Garage, and at the 7<sup>th</sup> and Walnut Street Garage
- C. **RESOLUTION 15-64:** Project Review and Approval Form regarding Upgrades to the Allison-Jukebox Community Center
- D. **RESOLUTION 15-65:** Project Review and Approval Form regarding Upgrades to the Building and Trades Park
- E. **RESOLUTION 15-66:** Project Review and Approval Form regarding Upgrades to RCA Park

**VI. BUSINESS/GENERAL DISCUSSION**

- A. Adjustment to the 2016 Calendar

**VIII. ADJOURNMENT**

**REDEVELOPMENT COMMISSION**  
**THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA**  
**MET on Tuesday, August 18, 2015 at 5:00 p.m. in the Showers City Hall, McCloskey Conference**  
**Room, 401 North Morton Street, with David Walter presiding**

**I. ROLL CALL**

Commissioners Present: David Walter, Elizabeth Kehoe, John West, Katie Birge, and Sue Sgambelluri

Commissioners Absent: Kelly Smith

Staff Present: Lisa Abbott, Director; Christina Finley, Housing Specialist

Other(s) Present: Danise Alano-Martin, Director of Economic & Sustainable Development; Thomas Cameron, Assistant City Attorney; Jeffrey Underwood, City Controller; David Miller, Tom Trillo, Justin Loveless, Warren Cutshall

**II. READING OF THE MINUTES** – Katie Birge made a motion to approve the August 3, 2015 and the August 3, executive session minutes. Elizabeth Kehoe seconded the motion. The board unanimously approved.

**III. EXAMINATION OF CLAIMS** –John West made a motion to approve the claims for August 14, 2015 for \$107,175.53. Katie Birge seconded the motion. The board unanimously approved.

**IV. EXAMINATION OF PAYROLL REGISTERS**–Sue Sgambelluri made a motion to approve the payroll register for August 7, 2015. Elizabeth Kehoe seconded the motion. The board unanimously approved.

**V. REPORT OF OFFICERS AND COMMITTEES**

CTP Report. A CTP update report was included in the commission packet. Danise Alano-Martin was available to answer any questions. The CTP report referred to some buildings having a “grandfathered” level of service; Sue Sgambelluri asked Danise Alano-Martin to explain what that means. Danise Alano-Martin stated it relates to the electricity service. Some of the buildings on the Morton side of the alley have a combined level of service; a three phase, single phase, or a combination of utility service. If utility connections are going to be changed, Duke Energy now requires you to choose one or the other service.

Danise Alano-Martin stated the Service Garage Roof Repair quotes were due back to facilities staff Tuesday, August 4, 2015, however, the City received no quotes despite meeting and touring the Service Garage with several contractors. The Administration’s recommendation is to move forward with the Service Garage Sale, providing we have bids the RDC want to pursue. This would allow the future owner to initiate repairs in line with their building plans.

**NEW BUSINESS –**

**A. Opening of bids.** David Walter read into record the summary of responses to the Notices of Offering for 601, 607, and 613 North Morton. The commissioners will take the bids under advisement.

**B. RESOLUTION 15-58:** Approval of Publication Costs Regarding Morton Street Properties. A copy of the legal notice was attached to the Resolution 15-58. This is a request to have the RDC pay for costs associated with listing 607 and 613 North Morton (lot 6 & 7) for sale.

Katie Birge made a motion to approve Resolution 15-58: Sue Sgambelluri seconded the motion. The board unanimously approved.

**C. RESOLUTION 15-59:** Approval to amend Redevelopment Commission Resolution 12-31. Lisa Abbott stated Resolution 12-31 authorized the expenditure of funds not to exceed \$28,000 for services related to the application for a Letter of Map Revision for Clear Creek and the west branch of Clear Creek. The RDC has paid \$27,342, leaving a remaining balance of \$658.00. Lisa Abbott explained final payment can't be issued until we hear from FEMA. Resolution 15-59 is requesting to extend the expiration date for Resolution 12-31 to December 31, 2015.

John West made a motion to approve Resolution 15-59. Elizabeth Kehoe seconded the motion. The board unanimously approved.

**D. RESOLUTION 15-60:** Approval of Project Review and Approval Form regarding 10<sup>th</sup> Street Realignment. The CTP update report was included in the commission packet. It stated we are seeking retroactive approval of this Project Review and Approval Form for the 10<sup>th</sup> Street Realignment project. The Redevelopment Commission approved a design contract in February 2015 with Anderson+Bohlander and their sub-contractors to begin work on the 10<sup>th</sup> Street Realignment. The contract includes utility infrastructure and relocations as well as adding utilities into 10<sup>th</sup> Street. Danise Alano-Martin distributed a diagram to the commissioners showing some of the engineering work. Streetscape is still in progress; we are trying to stay within our original proposed construction estimates. The contract includes improvements in the North/South alley, between Morton Street and the Dimension Mill Building. A branding component is included, which has been discussed in previous RDC meetings.

Andrew Cibor, City Engineer for Planning and Transportation, is listed as a co-project manager. Once the bid process begins this will become a Planning and Transportation project. The project is a combination of the CTP Master Plan and the Utility and Drainage Master Plan. We anticipate construction cost at \$5 million. There is property along the alley that the RDC does not own which may be required for the improvements. Danise Alano-Martin stated we may need to purchase the property or acquire right-of-way. The existing alley, the pavement itself, does not completely sit on the platted right-of-way. While improving the alley we want to make sure the physical alley aligns with the platted right-of-way. Right-of-way may need to be acquired on the Eastside, Northside, and Westside of the alley. There is a possibility of expanding right-of-way toward the Dimension Mill. All of these items will be further addressed as the engineering consultant gets further into her details. The existing 10<sup>th</sup> Street has a combination of right-of-way and private ownership (where the owner is the RDC). There will be vacation of right-of-way (from the existing/"old" 10<sup>th</sup> Street) and then dedication of right-of-way (to complete the new 10<sup>th</sup> Street) from the RDC to the City of Bloomington.

Additionally, the City has been discussing a land-swap with the owner of the property north of 10<sup>th</sup> Street (currently a parking lot); the City will need to either acquire this property in whole or acquire enough for 10<sup>th</sup> Street right-of-way. John West stated we have been having this discussion for a long time and would like to move forward. Danise Alano-Martin explained

there is some overlap of principal parties related to the land-swap as well as interest in bidding on the Showers Administration Building; and the parties have expressed not wanting to continue discussion on the land swap until it is clear what the outcome will be with the building. John West asked what the process is for acquiring right-of-way. Lisa Abbott explained two appraisals are obtained and the average of the two will be offered. John West suggested obtaining appraisals and using them for whichever avenue we take; land swap or right-of-way acquisition. Danise Alano-Martin stated typically we have not proceeded with appraisals until quotes are brought to the RDC. John West stated we have done enough appraisals that we have a good idea of what it is going to cost. Jeff Underwood suggested having a new resolution, which can be approved at tonight's meeting giving approval to move forward with the appraisals. The resolution can have a not-to-exceed amount included. Once the actual quotes are received, the resolution can be amended. The resolution number will be 15-63.

Katie Birge made a motion to approve Resolution 15-60. Sue Sgambelluri seconded the motion. The board unanimously approved.

**E. RESOLUTION 15-61:** Approval to amend Redevelopment Commission Resolution 15-23: Resolution 13-36 authorized the expenditure of funds not to exceed \$9,000 for an ALTA Survey performed by Bledsoe Riggert and Guerrettaz, Inc. and for related title search cost from John Bethel Title Company, Inc. Resolution 15-23 amended Resolution 13-36 to provide a set termination date. Resolution 15-61 is requesting to extend the termination date for the funding originally authorized by 13-36, so the invoice for title search costs from John Bethel Title Company, Inc. for \$250 can be paid. The funding authorization of \$9,000 authorized by Resolution 13-36 is reduced to \$8,050.

John West made a motion to approve Resolution 15-61. Sue Sgambelluri seconded the motion. The board unanimously approved.

**RESOLUTION 15-62:** Approval of funding to appraise parcels within the CTP. The parcels between Rogers and Morton (the parcels not related to the Showers Administration Building) and the parcels north of 10<sup>th</sup> Street are often referred to as the Middle Parcels. One of the appraisals was for what we call Area 4 on the development area map. Danise Alano-Martin showed the commissioners the parcel on the previously distributed map. The parcel was appraised with what is currently the existing 10<sup>th</sup> Street, some of which is included as part of the parcel. It is unlikely that parcel will sell as it has been appraised. In order to move that piece of the redevelopment plan forward, another appraisal is needed.

Thomas Cameron stated we reached out to three appraisers; two who had appraised it previously. One came in with a competitive bid and timeline. One came in with a less competitive bid and timeline. The third appraiser was less expensive and had a more competitive timeline than one of the appraisers who had previously appraised the Area. John West asked about the local experience of the appraisers. Thomas Cameron said all of the appraisers contacted are local. We are somewhat restricted because of the City's approved vendors list. Staff confirmed that it looks like it is just the one area to be re-appraised.

Sue Sgambelluri made a motion to approve Resolution 15-62. Elizabeth Kehoe seconded the motion. The board unanimously approved.



**F. RESOLUTION 15-63:** Approval to move forward with obtaining appraisals for the right of-way acquisition for 10<sup>th</sup> Street right-of-way, the parcel considered for land swap, and the alley.

John West moved to have staff obtain two separate appraisals for the right-of-way or property required for 10<sup>th</sup> Street, the resulting parcel south of 10<sup>th</sup> Street and the associated alley that is adjacent to these parcels, in an amount not-to-exceed \$7,000. Sue Sgambelluri seconded the motion. The board unanimously approved.

**G. VII. BUSINESS/GENERAL DISCUSSION**

**VIII. ADJOURNMENT**

The meeting adjourned at 6:10 p.m.

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David Walter, President

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Elizabeth Kehoe, Secretary

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Date



MARK KRUZAN  
MAYOR

JEFFREY H. UNDERWOOD, CPA  
CONTROLLER

CITY OF BLOOMINGTON

CONTROLLER'S OFFICE

401 N Morton St  
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Bloomington IN 47402

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controller@bloomington.in.gov

## Claims Register Cover Letter

To: Redevelopment Commission  
From: Jeffrey Underwood, Treasurer  
Date:  
Re: Claims Register

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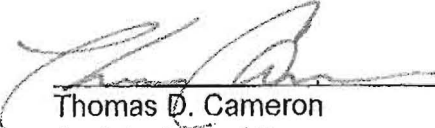
City staff, Department Heads and I have reviewed the Claims listed in the Claims Register covering the time period from 8-18-15 to 8-28-15. In signing below, I am expressing my opinion that based on that review, these claims have complied with the City's internal claims approval process, including the submission of documentation and the necessary signatures and internal approvals.

*Jeffrey H. Underwood*

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Jeffrey H. Underwood, CPA  
Controller

In consultation with Lisa Abbott, Director of Housing and Neighborhood Development, I have reviewed the Claims Register covering the time period from 8-18-15 to 8-28-15 with respect to claims to be paid from Tax Increment. In signing below, I am expressing my opinion that based on that review, these claims are a permissible use of Tax Increment.

  
Thomas D. Cameron  
Assistant City Attorney



# Board of Redevelopment Claim Register

Invoice Date Range 08/18/15 ~ 08/28/15

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 101 - General Fund										
Department 15 - HAND										
Program 150500 - Housing										
Account 53960 - Grants										
15 - Big Brothers Big Sisters Of Monroe County Inc	Beauregard-8/15	15-JHSSF-BBBS-match support spec.-	Paid by EFT # 8647		08/18/2015	08/18/2015	08/28/2015		08/28/2015	663.00
18311 - New Leaf/New Life, INC	8.6.2015	15-JHSSF for New Leaf New Life program-	Paid by EFT # 8745		08/18/2015	08/18/2015	08/28/2015		08/28/2015	1,920.00
12129 - Stepping Stones, INC	Payroll-7/26-8/8	15-JHSSF-payroll	Paid by EFT # 8786		08/18/2015	08/18/2015	08/28/2015		08/28/2015	3,996.92
12443 - Volunteers In Medicine Clinic Of Monroe County,INC	July 2015	15-JHSSF for VIM 2015- expenses July 2015	Paid by EFT # 8808		08/18/2015	08/18/2015	08/28/2015		08/28/2015	3,307.67
Account 53960 - Grants Totals								Invoice Transactions 4		\$9,887.59
Program 150500 - Housing Totals								Invoice Transactions 4		\$9,887.59
Program 151000 - Neighborhood										
Account 47260 - Sale of Scrap										
Matlock Heights	REFUND-MATLOCK H	15-scrap metal funds-Matlock Heights	Paid by Check # 61276		08/18/2015	08/18/2015	08/28/2015		08/28/2015	37.29
Account 47260 - Sale of Scrap Totals								Invoice Transactions 1		\$37.29
Account 53960 - Grants										
54546 - Charles Y Coghlan, DMD (Office Easel)	51781A	15-Neighborhood Support - Door Hangers	Paid by EFT # 8663		08/18/2015	08/18/2015	08/28/2015		08/28/2015	665.00
Account 53960 - Grants Totals								Invoice Transactions 1		\$665.00
Program 151000 - Neighborhood Totals								Invoice Transactions 2		\$702.29
Program 152000 - Historic Preservation										
Account 53160 - Instruction										
1225 - Lisa P Abbott	Training-Histori	15-Historic Training-B. Emenhiser-11/2-11/6/15-8639	Paid by EFT #		08/18/2015	08/18/2015	08/28/2015		08/28/2015	495.00
Account 53160 - Instruction Totals								Invoice Transactions 1		\$495.00
Program 152000 - Historic Preservation Totals								Invoice Transactions 1		\$495.00
Department 15 - HAND Totals								Invoice Transactions 7		\$11,084.88
Fund 101 - General Fund Totals								Invoice Transactions 7		\$11,084.88
Fund 250 - CDBG										
Department 15 - HAND										
Program 150000 - Main										
Account 53220 - Postage										
205 - City Of Bloomington	BPO-7/14/15	15-CDBG Postage-PC reimb-Bigtn Post Office-	Paid by Check # 10401		08/18/2015	08/18/2015	08/28/2015		08/28/2015	19.99
Account 53220 - Postage Totals								Invoice Transactions 1		\$19.99
Account 53230 - Travel										
205 - City Of Bloomington	32200	15-CDBG Travel (parking)-2-days-PC	Paid by Check # 10401		08/18/2015	08/18/2015	08/28/2015		08/28/2015	10.00
205 - City Of Bloomington	32214	15-CDBG Travel (parking)-PC reimb-L.	Paid by Check # 10401		08/18/2015	08/18/2015	08/28/2015		08/28/2015	5.00
Account 53230 - Travel Totals								Invoice Transactions 2		\$15.00
Account 53990 - Other Services and Charges										

205 - City Of Bloomington	000291642	15-CDBG-PC reImb-Mo Co Recorder-8/7/15	Paid by Check # 10401	08/18/2015	08/18/2015	08/28/2015	08/28/2015	11.00
205 - City Of Bloomington	000291446	15-CDBG-PC reImb-Mo Co Recorder-7/31/15	Paid by Check # 10401	08/18/2015	08/18/2015	08/28/2015	08/28/2015	12.00
205 - City Of Bloomington	000288700	15-CDBG-PC reImb-Mo Co Recorder-4/29/15	Paid by Check # 10401	08/18/2015	08/18/2015	08/28/2015	08/28/2015	13.00
205 - City Of Bloomington	000290914	15-CDBG-PC reImb-Mo Co Recorder-7/15/15	Paid by Check # 10401	08/18/2015	08/18/2015	08/28/2015	08/28/2015	13.00
205 - City Of Bloomington	000290737	15-CD9G-PC reImb-Mo Co Recorder-7/10/15	Paid by Check # 10401	08/18/2015	08/18/2015	08/28/2015	08/28/2015	44.00
47 - Community Kitchen Of Monroe County, INC	JUNE/JULY-2015	15-CDBG-SS-June (26,776 meals) and July	Paid by EFT # 72	08/18/2015	08/18/2015	08/28/2015	08/28/2015	3,607.17
174 - Hoosier Hills Food Bank INC	6/1-7/31/2015	15-CDBG-SS-HHFB-6/1- 7/31/15	Paid by EFT # 73	08/18/2015	08/18/2015	08/28/2015	08/28/2015	18,895.55
1785 - Monroe County Land Title Co., INC (Title Plus)	429WJed	15-CDBG DP/CC for Lehman 429 West Jed	Paid by Check # 10402	08/18/2015	08/18/2015	08/28/2015	08/28/2015	5,000.00
232 - Monroe County United Ministries	Childcare-June15	15-CDBG-SS-Childcare payroll summary-June	Paid by EFT # 74	08/18/2015	08/18/2015	08/28/2015	08/28/2015	18,040.00
4690 - Monroe Owen Appraisal, INC	Fairview-7/30/15	15-CDBG Curb & Sidewalk -S. Fairview	Paid by EFT # 75	08/18/2015	08/18/2015	08/28/2015	08/28/2015	800.00
1102 - Mother Hubbard's Cupboard	#1	15-CDBG-SS-June 2015 Food Pantry program	Paid by EFT # 76	08/18/2015	08/18/2015	08/28/2015	08/28/2015	11,127.50
1077 - Wegener Construction, INC	3229SAcadia	15-CDBG HMAL Christina Bolton -3229 S. Acadia	Paid by EFT # 77	08/18/2015	08/18/2015	08/28/2015	08/28/2015	1,850.00

Account 53990 - Other Services and Charges Totals	Invoice Transactions 12	<u>\$59,413.22</u>
Program 150000 - Main Totals	Invoice Transactions 15	<u>\$59,448.21</u>
Department 15 - HAND Totals	Invoice Transactions 15	<u>\$59,448.21</u>
Fund 250 - CDBG Totals	Invoice Transactions 15	<u>\$59,448.21</u>

Fund 254 - HOME  
Department 15 - HAND  
Program 150000 - Main  
Account 53990 - Other Services and Charges

930 - Bloomington Restorations, INC	8234th-7/31/15	15-HOME-expenses-823 W. 4th St-Invoice date	Paid by EFT # 51	08/18/2015	08/18/2015	08/28/2015	08/28/2015	35,364.31
4483 - City Lawn Corporation	10080	15-HOME Admin-Lots 18&2-Evergreen Village-	Paid by Check # 5415	08/18/2015	08/18/2015	08/28/2015	08/28/2015	120.00

Account 53990 - Other Services and Charges Totals	Invoice Transactions 2	<u>\$35,484.31</u>
Program 150000 - Main Totals	Invoice Transactions 2	<u>\$35,484.31</u>
Department 15 - HAND Totals	Invoice Transactions 2	<u>\$35,484.31</u>
Fund 254 - HOME Totals	Invoice Transactions 2	<u>\$35,484.31</u>

Fund 256 - Special Grants  
Department 15 - HAND  
Program 150002 - Housing Counseling  
Account 53990 - Other Services and Charges

4098 - Equifax Information Services, LLC	9265800	15-Housing Counseling - Credit Services	Paid by EFT # 8678	08/18/2015	08/18/2015	08/28/2015	08/28/2015	35.88
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Account 53990 - Other Services and Charges Totals	Invoice Transactions 1	<u>\$35.88</u>
Program 150002 - Housing Counseling Totals	Invoice Transactions 1	<u>\$35.88</u>
Department 15 - HAND Totals	Invoice Transactions 1	<u>\$35.88</u>
Fund 256 - Special Grants Totals	Invoice Transactions 1	<u>\$35.88</u>

Fund 439 - Consolidated TIF  
Department 15 - HAND  
Program 159001 - Adams Crossing Area  
Account 53990 - Other Services and Charges

4248 - Jeff S Jones	Parcels B&BA	15-2nd and Welmer - Compensation for right	Paid by Check # 61228	08/18/2015	08/18/2015	08/28/2015	08/28/2015	13,950.00
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Account 53990 - Other Services and Charges Totals	Invoice Transactions 1	<u>\$13,950.00</u>
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Program 159001 - Adams Crossing Area Totals				Invoice Transactions 1		\$13,950.00		
Department 15 - HAND Totals				Invoice Transactions 1		\$13,950.00		
Fund 439 - Consolidated TIF Totals				Invoice Transactions 1		\$13,950.00		
Fund 444 - RDC								
Department 15 - HAND								
Program 150000 - Main								
Account 53990 - Other Services and Charges								
4483 - City Lawn Corporation	10083	15-CTP Maint-11th&Rogers-mowing	Paid by Check # 61211	08/18/2015	08/18/2015	08/28/2015	08/28/2015	500.00
4483 - City Lawn Corporation	10079	15-CTP Maint-601 N Morton-mowing 7/6,	Paid by Check # 61211	08/18/2015	08/18/2015	08/28/2015	08/28/2015	100.00
4483 - City Lawn Corporation	10078	15-CTP Maint-600 BL N Rogers-mowing 7/6,	Paid by Check # 61211	08/18/2015	08/18/2015	08/28/2015	08/28/2015	300.00
Account 53990 - Other Services and Charges Totals				Invoice Transactions 3		\$900.00		
Program 150000 - Main Totals				Invoice Transactions 3		\$900.00		
Department 15 - HAND Totals				Invoice Transactions 3		\$900.00		
Fund 444 - RDC Totals				Invoice Transactions 3		\$900.00		
Fund 975 - Surplus CTP Bond								
Department 15 - HAND								
Program 150000 - Main								
Account 53990 - Other Services and Charges								
5148 - Anderson + Bohlander, LLC	230	15-CTP Maint-10th Street Branding-7/31/15	Paid by EFT # 8642	08/18/2015	08/18/2015	08/28/2015	08/28/2015	22,196.25
1709 - John Bethell Title Company, INC	53-51239	15-CTP-title services-title search Lot 4-	Paid by Check # 61226	08/18/2015	08/18/2015	08/28/2015	08/28/2015	250.00
Account 53990 - Other Services and Charges Totals				Invoice Transactions 2		\$22,446.25		
Program 150000 - Main Totals				Invoice Transactions 2		\$22,446.25		
Department 15 - HAND Totals				Invoice Transactions 2		\$22,446.25		
Fund 975 - Surplus CTP Bond Totals				Invoice Transactions 2		\$22,446.25		
Grand Totals				Invoice Transactions 31		\$143,349.53		



**REGISTER OF SPECIAL CLAIMS**  
**Board: Redevelopment Claim Register**

Date:	Type of Claim	FUND	Description	Bank Transfer	Amount
8/28/2015	Claims				143,349.53
8/12/2015	Sp Utility Cks				391.17
					<u>143,740.70</u>

**ALLOWANCE OF CLAIMS**

We have examined the claims listed on the foregoing register of claims, consisting of \_\_\_\_\_ claims, and except for the claims not allowed as shown on the register, such claims are hereby allowed in the total amount of \$ 143,740.70

Dated this \_\_\_\_\_ day of \_\_\_\_\_ year of 20\_\_\_\_.

\_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that each of the above listed voucher(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Fiscal Office \_\_\_\_\_



**MARK KRUZAN**  
**MAYOR**

CITY OF BLOOMINGTON

401 N Morton St  
Post Office Box 100  
Bloomington IN 47402

**JEFFREY H. UNDERWOOD, CPA**  
**CONTROLLER**

CONTROLLER'S OFFICE

p 812.349.3416  
f 812.349.3456  
controller@bloomington.in.gov

## Payroll Register Cover Letter

To: Redevelopment Commission  
From: Jeffrey Underwood, Treasurer  
Date:  
Re: Payroll Register

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City staff, Department Heads and I have reviewed the Payroll Register covering the time period from 8-3-15 to 8-16-15. In signing below, I am expressing my opinion that based on that review; the payroll has complied with the City's internal approval process, including the submission of documentation and the necessary signatures and internal approvals.

*Jeffrey H. Underwood*

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Jeffrey H. Underwood, CPA  
Controller



# Payroll Register - Bloomington Redevelopment Commission

Check Date Range 08/21/15 - 08/21/15  
Detail Listing

Employee	Check Date	Gross	Imputed Income	EIC	Federal	FICA	Medicare	State	Other	Deductions	Net Pay
Department HAND - Housing & Neighborhood Dev											
10000 Abbott, Lisa P 0782	08/21/2015	3,199.39		.00	407.11	188.98	44.19	97.29	32.28	412.27	2,017.27
			.00	.00	2,948.06	3,048.06	3,048.06	2,948.06	2,948.06		
		\$3,199.39	\$0.00	\$0.00	\$407.11	\$188.98	\$44.19	\$97.29	\$32.28	\$412.27	\$2,017.27
			\$0.00	\$0.00	\$2,948.06	\$3,048.06	\$3,048.06	\$2,948.06	\$2,948.06		
10000 Arnold, Michael L 0051	08/21/2015	1,698.92		.00	190.74	101.19	23.67	52.59	17.45	91.61	1,221.67
			.00	.00	1,632.17	1,632.17	1,632.17	1,632.17	1,632.17		
		\$1,698.92	\$0.00	\$0.00	\$190.74	\$101.19	\$23.67	\$52.59	\$17.45	\$91.61	\$1,221.67
			\$0.00	\$0.00	\$1,632.17	\$1,632.17	\$1,632.17	\$1,632.17	\$1,632.17		
10000 Bixler, Daniel R 2594	08/21/2015	1,254.28		.00	120.81	72.29	16.91	37.21	12.35	106.51	888.20
			.00	.00	1,165.99	1,165.99	1,165.99	1,165.99	1,165.99		
		\$1,254.28	\$0.00	\$0.00	\$120.81	\$72.29	\$16.91	\$37.21	\$12.35	\$106.51	\$888.20
			\$0.00	\$0.00	\$1,165.99	\$1,165.99	\$1,165.99	\$1,165.99	\$1,165.99		
1109 Emenhiser, Bethany M	08/21/2015	1,730.77		.00	235.54	104.02	24.33	55.36	18.37	53.05	1,240.10
			.00	.00	1,677.72	1,677.72	1,677.72	1,677.72	1,677.72		
		\$1,730.77	\$0.00	\$0.00	\$235.54	\$104.02	\$24.33	\$55.36	\$18.37	\$53.05	\$1,240.10
			\$0.00	\$0.00	\$1,677.72	\$1,677.72	\$1,677.72	\$1,677.72	\$1,677.72		
10000 Finley, Christina L 0187	08/21/2015	1,443.88		.00	142.62	72.39	16.93	36.93	12.68	300.45	861.88
			.00	.00	1,157.56	1,167.56	1,167.56	1,157.56	1,157.56		
		\$1,443.88	\$0.00	\$0.00	\$142.62	\$72.39	\$16.93	\$36.93	\$12.68	\$300.45	\$861.88
			\$0.00	\$0.00	\$1,157.56	\$1,167.56	\$1,167.56	\$1,157.56	\$1,157.56		
307 Franklin, C. Jacob	08/21/2015	1,082.02		.00	123.48	63.86	14.94	33.99	11.28	55.79	778.68
			.00	.00	1,029.96	1,029.96	1,029.96	1,029.96	1,029.96		
		\$1,082.02	\$0.00	\$0.00	\$123.48	\$63.86	\$14.94	\$33.99	\$11.28	\$55.79	\$778.68
			\$0.00	\$0.00	\$1,029.96	\$1,029.96	\$1,029.96	\$1,029.96	\$1,029.96		
10000 Hewett, John H 0251	08/21/2015	1,812.17		.00	204.88	99.52	23.28	51.32	17.03	323.53	1,092.61
			.00	.00	1,555.09	1,605.09	1,605.09	1,555.09	1,555.09		
		\$1,812.17	\$0.00	\$0.00	\$204.88	\$99.52	\$23.28	\$51.32	\$17.03	\$323.53	\$1,092.61
			\$0.00	\$0.00	\$1,555.09	\$1,605.09	\$1,605.09	\$1,555.09	\$1,555.09		





# Payroll Register - Bloomington Redevelopment Commission

Check Date Range 08/21/15 - 08/21/15  
Detail Listing

Employee	Check Date	Gross	Imputed Income	EIC	Federal	FICA	Medicare	State	Other	Deductions	Net Pay
Department HAND - Housing & Neighborhood Dev											
10000 McCormick, Maria 3616	08/21/2015	1,404.78		.00	30.79	77.75	18.19	41.38	13.73	166.57	1,056.37
			.00	.00	1,254.06	1,254.06	1,254.06	1,254.06	1,254.06		
		\$1,404.78		\$0.00	\$30.79	\$77.75	\$18.19	\$41.38	\$13.73	\$166.57	\$1,056.37
			\$0.00	\$0.00	\$1,254.06	\$1,254.06	\$1,254.06	\$1,254.06	\$1,254.06		
10000 Mosier, Norman P 2962	08/21/2015	1,418.83		.00	173.86	84.68	19.81	45.07	14.96	75.29	1,005.16
			.00	.00	1,365.78	1,365.78	1,365.78	1,365.78	1,365.78		
		\$1,418.83		\$0.00	\$173.86	\$84.68	\$19.81	\$45.07	\$14.96	\$75.29	\$1,005.16
			\$0.00	\$0.00	\$1,365.78	\$1,365.78	\$1,365.78	\$1,365.78	\$1,365.78		
689 Nlederman, Daniel L	08/21/2015	1,726.15		.00	128.12	91.23	21.34	45.64	15.14	310.64	1,114.04
			.00	.00	1,421.47	1,471.47	1,471.47	1,421.47	1,421.47		
		\$1,726.15		\$0.00	\$128.12	\$91.23	\$21.34	\$45.64	\$15.14	\$310.64	\$1,114.04
			\$0.00	\$0.00	\$1,421.47	\$1,471.47	\$1,471.47	\$1,421.47	\$1,421.47		
10000 Patterson, Marilyn 2071	08/21/2015	2,372.67		.00	360.56	144.33	33.75	71.87	23.85	203.05	1,535.26
			.00	.00	2,177.81	2,327.81	2,327.81	2,177.81	2,177.81		
		\$2,372.67		\$0.00	\$360.56	\$144.33	\$33.75	\$71.87	\$23.85	\$203.05	\$1,535.26
			\$0.00	\$0.00	\$2,177.81	\$2,327.81	\$2,327.81	\$2,177.81	\$2,177.81		
10000 Provine, Vickie J 0394	08/21/2015	1,957.04		.00	279.70	114.97	26.89	61.19	20.31	119.41	1,334.57
			.00	.00	1,854.38	1,854.38	1,854.38	1,854.38	1,854.38		
		\$1,957.04		\$0.00	\$279.70	\$114.97	\$26.89	\$61.19	\$20.31	\$119.41	\$1,334.57
			\$0.00	\$0.00	\$1,854.38	\$1,854.38	\$1,854.38	\$1,854.38	\$1,854.38		
10000 Stong, Mary J 0471	08/21/2015	1,458.34		.00	170.79	84.96	19.87	44.40	14.73	179.46	944.13
			.00	.00	1,345.32	1,370.32	1,370.32	1,345.32	1,345.32		
		\$1,458.34		\$0.00	\$170.79	\$84.96	\$19.87	\$44.40	\$14.73	\$179.46	\$944.13
			\$0.00	\$0.00	\$1,345.32	\$1,370.32	\$1,370.32	\$1,345.32	\$1,345.32		
504 Swinney, Matthew P	08/21/2015	1,353.46		.00	126.56	84.20	19.69	43.55	14.45	8.60	1,056.41
			.00	.00	1,358.13	1,358.13	1,358.13	1,358.13	1,358.13		
		\$1,353.46		\$0.00	\$126.56	\$84.20	\$19.69	\$43.55	\$14.45	\$8.60	\$1,056.41
			\$0.00	\$0.00	\$1,358.13	\$1,358.13	\$1,358.13	\$1,358.13	\$1,358.13		



# Payroll Register - Bloomington Redevelopment Commission

Check Date Range 08/21/15 - 08/21/15  
Detail Listing

Employee	Check Date	Gross	Imputed Income	EIC	Federal	FICA	Medicare	State	Other	Deductions	Net Pay
Department <b>HAND - Housing &amp; Neighborhood Dev</b>											
10000 Wills, Dee A 3418	08/21/2015	1,384.01		.00	169.07	83.32	19.49	44.02	14.61	68.97	984.53
			.00	.00	1,333.84	1,343.84	1,343.84	1,333.84	1,333.84		
		\$1,384.01		\$0.00	\$169.07	\$83.32	\$19.49	\$44.02	\$14.61	\$68.97	\$984.53
			\$0.00	\$0.00	\$1,333.84	\$1,343.84	\$1,343.84	\$1,333.84	\$1,333.84		
10000 Woolford, Robert T 0531	08/21/2015	1,879.77		.00	112.53	88.26	20.64	27.18	9.02	1,109.93	512.21
			.00	.00	823.57	1,423.57	1,423.57	823.57	823.57		
		\$1,879.77		\$0.00	\$112.53	\$88.26	\$20.64	\$27.18	\$9.02	\$1,109.93	\$512.21
			\$0.00	\$0.00	\$823.57	\$1,423.57	\$1,423.57	\$823.57	\$823.57		
728 Wright, Edward E	08/21/2015	1,060.77		.00	106.36	56.78	13.28	35.22	.00	155.90	693.23
			.00	.00	915.79	915.79	915.79	915.79	915.79		
		\$1,060.77		\$0.00	\$106.36	\$56.78	\$13.28	\$35.22	\$0.00	\$155.90	\$693.23
			\$0.00	\$0.00	\$915.79	\$915.79	\$915.79	\$915.79	\$915.79		
Department <b>HAND - Housing &amp;</b>		\$28,237.25		\$0.00	\$3,083.52	\$1,612.73	\$377.20	\$824.21	\$262.24	\$3,741.03	\$18,336.32
			\$0.00	\$0.00	\$25,016.70	\$26,011.70	\$26,011.70	\$25,016.70	\$25,016.70		
Grand Totals		\$28,237.25		\$0.00	\$3,083.52	\$1,612.73	\$377.20	\$824.21	\$262.24	\$3,741.03	\$18,336.32
			\$0.00	\$0.00	\$25,016.70	\$26,011.70	\$26,011.70	\$25,016.70	\$25,016.70		

\*\*\*\*\* Multiple Taxes or Deductions Exist.



# Payroll Register - Bloomington Redevelopment Commission

Check Date Range 08/21/15 - 08/21/15  
Detail Listing

Employee	Check Date	Gross	Imputed Income	EIC	Federal	FICA	Medicare	State	Other	Deductions	Net Pay
Department <b>HAND - Housing &amp; Neighborhood Dev</b>											
10000 Abbott, Lisa P 0782	08/21/2015	3,199.39		.00	407.11	188.98	44.19	97.29	32.28	412.27	2,017.27
			.00	.00	2,948.06	3,048.06	3,048.06	2,948.06	2,948.06		
		\$3,199.39		\$0.00	\$407.11	\$188.98	\$44.19	\$97.29	\$32.28	\$412.27	\$2,017.27
			\$0.00	\$0.00	\$2,948.06	\$3,048.06	\$3,048.06	\$2,948.06	\$2,948.06		
10000 Arnold, Michael L 0051	08/21/2015	1,698.92		.00	190.74	101.19	23.67	52.59	17.45	91.61	1,221.67
			.00	.00	1,632.17	1,632.17	1,632.17	1,632.17	1,632.17		
		\$1,698.92		\$0.00	\$190.74	\$101.19	\$23.67	\$52.59	\$17.45	\$91.61	\$1,221.67
			\$0.00	\$0.00	\$1,632.17	\$1,632.17	\$1,632.17	\$1,632.17	\$1,632.17		
10000 Bixler, Daniel R 2594	08/21/2015	1,254.28		.00	120.81	72.29	16.91	37.21	12.35	106.51	888.20
			.00	.00	1,165.99	1,165.99	1,165.99	1,165.99	1,165.99		
		\$1,254.28		\$0.00	\$120.81	\$72.29	\$16.91	\$37.21	\$12.35	\$106.51	\$888.20
			\$0.00	\$0.00	\$1,165.99	\$1,165.99	\$1,165.99	\$1,165.99	\$1,165.99		
1109 Emenhiser, Bethany M	08/21/2015	1,730.77		.00	235.54	104.02	24.33	55.36	18.37	53.05	1,240.10
			.00	.00	1,677.72	1,677.72	1,677.72	1,677.72	1,677.72		
		\$1,730.77		\$0.00	\$235.54	\$104.02	\$24.33	\$55.36	\$18.37	\$53.05	\$1,240.10
			\$0.00	\$0.00	\$1,677.72	\$1,677.72	\$1,677.72	\$1,677.72	\$1,677.72		
10000 Finley, Christina L 0187	08/21/2015	1,443.88		.00	142.62	72.39	16.93	36.93	12.68	300.45	861.88
			.00	.00	1,157.56	1,167.56	1,167.56	1,157.56	1,157.56		
		\$1,443.88		\$0.00	\$142.62	\$72.39	\$16.93	\$36.93	\$12.68	\$300.45	\$861.88
			\$0.00	\$0.00	\$1,157.56	\$1,167.56	\$1,167.56	\$1,157.56	\$1,157.56		
307 Franklin, C. Jacob	08/21/2015	1,082.02		.00	123.48	63.86	14.94	33.99	11.28	55.79	778.68
			.00	.00	1,029.96	1,029.96	1,029.96	1,029.96	1,029.96		
		\$1,082.02		\$0.00	\$123.48	\$63.86	\$14.94	\$33.99	\$11.28	\$55.79	\$778.68
			\$0.00	\$0.00	\$1,029.96	\$1,029.96	\$1,029.96	\$1,029.96	\$1,029.96		
10000 Hewett, John H 0251	08/21/2015	1,812.17		.00	204.88	99.52	23.28	51.32	17.03	323.53	1,092.61
			.00	.00	1,555.09	1,605.09	1,605.09	1,555.09	1,555.09		
		\$1,812.17		\$0.00	\$204.88	\$99.52	\$23.28	\$51.32	\$17.03	\$323.53	\$1,092.61
			\$0.00	\$0.00	\$1,555.09	\$1,605.09	\$1,605.09	\$1,555.09	\$1,555.09		



# Payroll Register - Bloomington Redevelopment Commission

Check Date Range 08/21/15 - 08/21/15  
Detail Listing

Employee	Check Date	Gross	Imputed Income	EIC	Federal	FICA	Medicare	State	Other	Deductions	Net Pay
Department <b>HAND - Housing &amp; Neighborhood Dev</b>											
10000 McCormick, Marla 3616	08/21/2015	1,404.78		.00	30.79	77.75	18.19	41.38	13.73	166.57	1,056.37
			.00	.00	1,254.06	1,254.06	1,254.06	1,254.06	1,254.06		
		\$1,404.78		\$0.00	\$30.79	\$77.75	\$18.19	\$41.38	\$13.73	\$166.57	\$1,056.37
			\$0.00	\$0.00	\$1,254.06	\$1,254.06	\$1,254.06	\$1,254.06	\$1,254.06		
10000 Mosier, Norman P 2962	08/21/2015	1,418.83		.00	173.86	84.68	19.81	45.07	14.96	75.29	1,005.16
			.00	.00	1,365.78	1,365.78	1,365.78	1,365.78	1,365.78		
		\$1,418.83		\$0.00	\$173.86	\$84.68	\$19.81	\$45.07	\$14.96	\$75.29	\$1,005.16
			\$0.00	\$0.00	\$1,365.78	\$1,365.78	\$1,365.78	\$1,365.78	\$1,365.78		
689 Niederman, Daniel L	08/21/2015	1,726.15		.00	128.12	91.23	21.34	45.64	15.14	310.64	1,114.04
			.00	.00	1,421.47	1,471.47	1,471.47	1,421.47	1,421.47		
		\$1,726.15		\$0.00	\$128.12	\$91.23	\$21.34	\$45.64	\$15.14	\$310.64	\$1,114.04
			\$0.00	\$0.00	\$1,421.47	\$1,471.47	\$1,471.47	\$1,421.47	\$1,421.47		
10000 Patterson, Marilyn 2071	08/21/2015	2,372.67		.00	360.56	144.33	33.75	71.87	23.85	203.05	1,535.26
			.00	.00	2,177.81	2,327.81	2,327.81	2,177.81	2,177.81		
		\$2,372.67		\$0.00	\$360.56	\$144.33	\$33.75	\$71.87	\$23.85	\$203.05	\$1,535.26
			\$0.00	\$0.00	\$2,177.81	\$2,327.81	\$2,327.81	\$2,177.81	\$2,177.81		
10000 Provine, Vickie J 0394	08/21/2015	1,957.04		.00	279.70	114.97	26.89	61.19	20.31	119.41	1,334.57
			.00	.00	1,854.38	1,854.38	1,854.38	1,854.38	1,854.38		
		\$1,957.04		\$0.00	\$279.70	\$114.97	\$26.89	\$61.19	\$20.31	\$119.41	\$1,334.57
			\$0.00	\$0.00	\$1,854.38	\$1,854.38	\$1,854.38	\$1,854.38	\$1,854.38		
10000 Stong, Mary J 0471	08/21/2015	1,458.34		.00	170.79	84.96	19.87	44.40	14.73	179.46	944.13
			.00	.00	1,345.32	1,370.32	1,370.32	1,345.32	1,345.32		
		\$1,458.34		\$0.00	\$170.79	\$84.96	\$19.87	\$44.40	\$14.73	\$179.46	\$944.13
			\$0.00	\$0.00	\$1,345.32	\$1,370.32	\$1,370.32	\$1,345.32	\$1,345.32		
504 Swinney, Matthew P	08/21/2015	1,353.46		.00	126.56	84.20	19.69	43.55	14.45	8.60	1,056.41
			.00	.00	1,358.13	1,358.13	1,358.13	1,358.13	1,358.13		
		\$1,353.46		\$0.00	\$126.56	\$84.20	\$19.69	\$43.55	\$14.45	\$8.60	\$1,056.41
			\$0.00	\$0.00	\$1,358.13	\$1,358.13	\$1,358.13	\$1,358.13	\$1,358.13		





# Payroll Register - Bloomington Redevelopment Commission

Check Date Range 08/21/15 - 08/21/15  
Detail Listing

Employee	Check Date	Gross	Imputed Income	EIC	Federal	FICA	Medicare	State	Other	Deductions	Net Pay
Department HAND - Housing & Neighborhood Dev											
10000 Wills, Dee A 3418	08/21/2015	1,384.01		.00	169.07	83.32	19.49	44.02	14.61	68.97	984.53
			.00	.00	1,333.84	1,343.84	1,343.84	1,333.84	1,333.84		
		\$1,384.01		\$0.00	\$169.07	\$83.32	\$19.49	\$44.02	\$14.61	\$68.97	\$984.53
			\$0.00	\$0.00	\$1,333.84	\$1,343.84	\$1,343.84	\$1,333.84	\$1,333.84		
10000 Woolford, Robert T 0531	08/21/2015	1,879.77		.00	112.53	88.26	20.64	27.18	9.02	1,109.93	512.21
			.00	.00	823.57	1,423.57	1,423.57	823.57	823.57		
		\$1,879.77		\$0.00	\$112.53	\$88.26	\$20.64	\$27.18	\$9.02	\$1,109.93	\$512.21
			\$0.00	\$0.00	\$823.57	\$1,423.57	\$1,423.57	\$823.57	\$823.57		
728 Wright, Edward E	08/21/2015	1,060.77		.00	106.36	56.78	13.28	35.22	.00	155.90	693.23
			.00	.00	915.79	915.79	915.79	915.79	915.79		
		\$1,060.77		\$0.00	\$106.36	\$56.78	\$13.28	\$35.22	\$0.00	\$155.90	\$693.23
			\$0.00	\$0.00	\$915.79	\$915.79	\$915.79	\$915.79	\$915.79		
Department HAND - Housing &		\$28,237.25		\$0.00	\$3,083.52	\$1,612.73	\$377.20	\$824.21	\$262.24	\$3,741.03	\$18,336.32
			\$0.00	\$0.00	\$25,016.70	\$26,011.70	\$26,011.70	\$25,016.70	\$25,016.70		
Grand Totals		\$28,237.25		\$0.00	\$3,083.52	\$1,612.73	\$377.20	\$824.21	\$262.24	\$3,741.03	\$18,336.32
			\$0.00	\$0.00	\$25,016.70	\$26,011.70	\$26,011.70	\$25,016.70	\$25,016.70		

\*\*\*\*\* Multiple Taxes or Deductions Exist.




# REGISTER OF PAYROLL CLAIMS

Board: Redevelopment Claim Register

Date:	Type of Claim	FUND	Description	Bank Transfer	Amount
8/21/2015	Payroll				28,237.25
					<u>28,237.25</u>

## ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing register of claims, consisting of  claim, and except for the claims not allowed as shown on the register, such claims are hereby allowed in the total amount of \$ 28,237.25

Dated this 20 day of Aug year of 20 2015



E. A. Kehoe

I hereby certify that each of the above listed voucher(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Fiscal Office \_\_\_\_\_

# REGISTER OF PAYROLL CLAIMS

Board: Redevelopment Claim Register

Date:	Type of Claim	FUND	Description	Bank Transfer	Amount
8/21/2015	Payroll				28,237.25
					<u>28,237.25</u>

## ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing register of claims, consisting of 1 claim, and except for the claims not allowed as shown on the register, such claims are hereby allowed in the total amount of \$ 28,237.25

Dated this \_\_\_\_\_ day of \_\_\_\_\_ year of 20\_\_\_\_.

\_\_\_\_\_ Paul Walter \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that each of the above listed voucher(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Fiscal Office \_\_\_\_\_

# REGISTER OF PAYROLL CLAIMS.

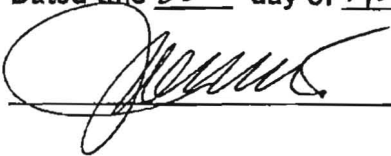
Board: Redevelopment Claim Register

Date:	Type of Claim	FUND	Description	Bank Transfer	Amount
8/21/2015	Payroll				28,237.25
					<u>28,237.25</u>

## ALLOWANCE OF CLAIMS

We have examined the claims listed on the foregoing register of claims, consisting of 1 claim, and except for the claims not allowed as shown on the register, such claims are hereby allowed in the total amount of \$ 28,237.25

Dated this 20<sup>th</sup> day of Aug year of 20 15.



I hereby certify that each of the above listed voucher(s) or bill(s) is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Fiscal Office \_\_\_\_\_



# Memo

**To:** Redevelopment Commission

**From:** Lisa Abbott, Director

**Date:** August 26, 2015

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We are very happy to report that Rosie Lacy has accepted the Assistant Director's position and will be starting on September 14<sup>th</sup>. Ms. Lacy comes to us from New Orleans. She has a wealth of experience in housing development/project management after Katrina. We are very happy to have her.

There is a scheduling complication for 2016. We propose that we have our 2016 meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 5 p.m. If we make this change, we can get the McCloskey Room for all of our meetings.

Our Comprehensive Annual Performance Evaluation Report (CAPER) has been submitted to HUD for approval. Applications for the CDBG Fiscal Year 2016 are now available. The informational meeting will be held on September 3<sup>rd</sup>. We will need an RDC member to be appointed each subcommittee. The organizational meeting is scheduled for November 16<sup>th</sup>. Calendars are attached for meeting dates/times.

I have attached the draft of the CTP Guidelines. Please review the guidelines and send your comments back to me by the RDC meeting scheduled for September 15<sup>th</sup>. We plan to take this to the Historic Preservation Commission for their approval on September 24<sup>th</sup>. The Courthouse Square Design guidelines are underway. Anyone who is interested can attend the guidelines meetings held every Wednesday at noon. We expect to take this to Council closer to the end of the year.

Upcoming activity:

- CDBG Informational meeting – September 3<sup>rd</sup> @ 9 a.m. McCloskey
- Citizens' Academy starts – September 3<sup>rd</sup>
- Home Buyer's Club – September 19<sup>th</sup> & 26<sup>th</sup>
- CDBG Letters of Intent due October 9<sup>th</sup> by 4 p.m. in HAND

Social Service  
Citizen Advisory Committee  
WORKING CALENDAR  
For  
CDBG Funding – Fiscal Year 2016

AGENCY SCHEDULE

September 3 (Thursday)	CDBG Informational Meeting at 9:00 a.m. in the McCLOSKEY ROOM Application and submission information available to be picked up in HAND.
October 9 (Friday)	<i>Letter of Intent</i> due in HAND by 4:00 p.m.  Agency Mandatory Training (Agencies <i>must</i> attend one of these two meetings)
October 15 (Thursday) or October 19 (Monday)	9:00 A.M. (McCLOSKEY ROOM) 5:00 P.M. (McCLOSKEY ROOM)
December 4 (Friday)	<i>Completed Applications Due in HAND by 4:00 p.m.</i>
January 12, 2016 (Tuesday)	PUBLIC HEARING for Social Service Applications (COUNCIL CHAMBERS @ 5:30 p.m.) Mandatory Attendance

SOCIAL SERVICE CAC SUBCOMMITTEE SCHEDULE

November 16 (Monday)	CAC Organizational & Con Plan Meeting (McCLOSKEY ROOM @ 5:30 p.m.)
December 17 (Thursday)	Social Service Subcommittee Mandatory Meeting to review ranking system and pick up packets (HOOKER ROOM @ 5:30 p.m.)
January 5, 2016 (Tuesday)	Pre Public Hearing Meeting (McCLOSKEY ROOM @ 5:30 p.m.)
January 12, 2016 (Tuesday)	PUBLIC HEARING for Social Service Applications (COUNCIL CHAMBERS @ 5:30 p.m.) Mandatory Attendance
January 15, 2016 (Friday)	Rankings due to Dan Niederman in HAND by 4:00 p.m. (Fax # 349-3582)
January 19, 2016 (Tuesday)	Social Service Subcommittee meeting (McCLOSKEY ROOM @ 5:30 p.m.)

CDBG FUNDING APPLICATION SCHEDULE

February 1, 2016 (Monday) (Tentative)	PUBLIC HEARING – CAC recommendations presented to Bloomington Redevelopment Commission (McCLOSKEY ROOM @ 5 p.m.)
February 10, 2016 (Wednesday) (Tentative)	PUBLIC HEARING – City Council Discussion Meeting (date tentative)
February 17, 2016 (Wednesday) (Tentative)	PUBLIC HEARING – City Council Final Action Meeting (date tentative)
June, 2016 (Tentative)	FUNDING AVAILABLE

Application Forms and Instructions available at:  
<http://bloomington.in.gov/cdbgapp>

# WORKING CALENDAR

## for

### Community Development Block Grant Physical Improvement Funding Program Year 2016

#### AGENCY SCHEDULE

<b>September 3</b> (Thursday)	CDBG Informational Meeting ( <b>McCLOSKEY ROOM @ 9:00 A.M.</b> ) Applications and submission information available to be picked up by Applicants in HAND
<b>October 9</b> (Friday)	<b>Letter of Intent</b> due in HAND by 4:00 P.M.
<b>October 15 or</b> <b>October 19</b>	<b>Agency Mandatory Training</b> (agencies must attend one of these two meetings) Thursday, October 15 @ 9:00 A.M. in the <b>McCLOSKEY ROOM</b> Monday, October 19 @ 5:00 P.M. in the <b>McCLOSKEY ROOM</b>
<b>December 4</b> (Friday)	<b>Completed Applications Due from Agencies to HAND by 4:00 P.M.</b>
<b>December 14-</b> <b>December 18</b>	CAC members make site visits to proposed projects.
<b>January 7, 2015</b> (Thursday)	<b>PUBLIC HEARING</b> for Physical Improvement Applications (COUNCIL CHAMBERS @ 5:30) <b>ATTENDANCE IS MANDATORY</b>

#### PHYSICAL IMPROVEMENT SUBCOMMITTEE SCHEDULE

<b>November 16</b> (Monday)	CAC Organizational and Con Plan Meeting ( <b>McCLOSKEY ROOM @ 5:30</b> )
<b>December 14</b> (Monday)	Physical Improvement Sub-Committee Mandatory Meeting to review ranking system and pickup Packets ( <b>KELLY ROOM @ 6:00 P.M.</b> )
<b>December 18</b>	CAC members make site visits to proposed projects. Meet at <b>City Hall's Atrium @ 10:00.</b>
<b>January 7, 2016</b> (Thursday)	<b>PUBLIC HEARING</b> for Physical Improvement Applications ( <b>COUNCIL CHAMBERS @ 5:30</b> )
<b>January 11, 2016</b> (Monday)	<b>Applicant Ranking due to Bob Woolford in HAND Department by 4:00 (FAX 349-3582)</b>
<b>January 14, 2016</b> (Thursday)	Physical Improvement Sub-Committee Meeting for allocations ( <b>McCLOSKEY ROOM @ 5:30 P.M.</b> )

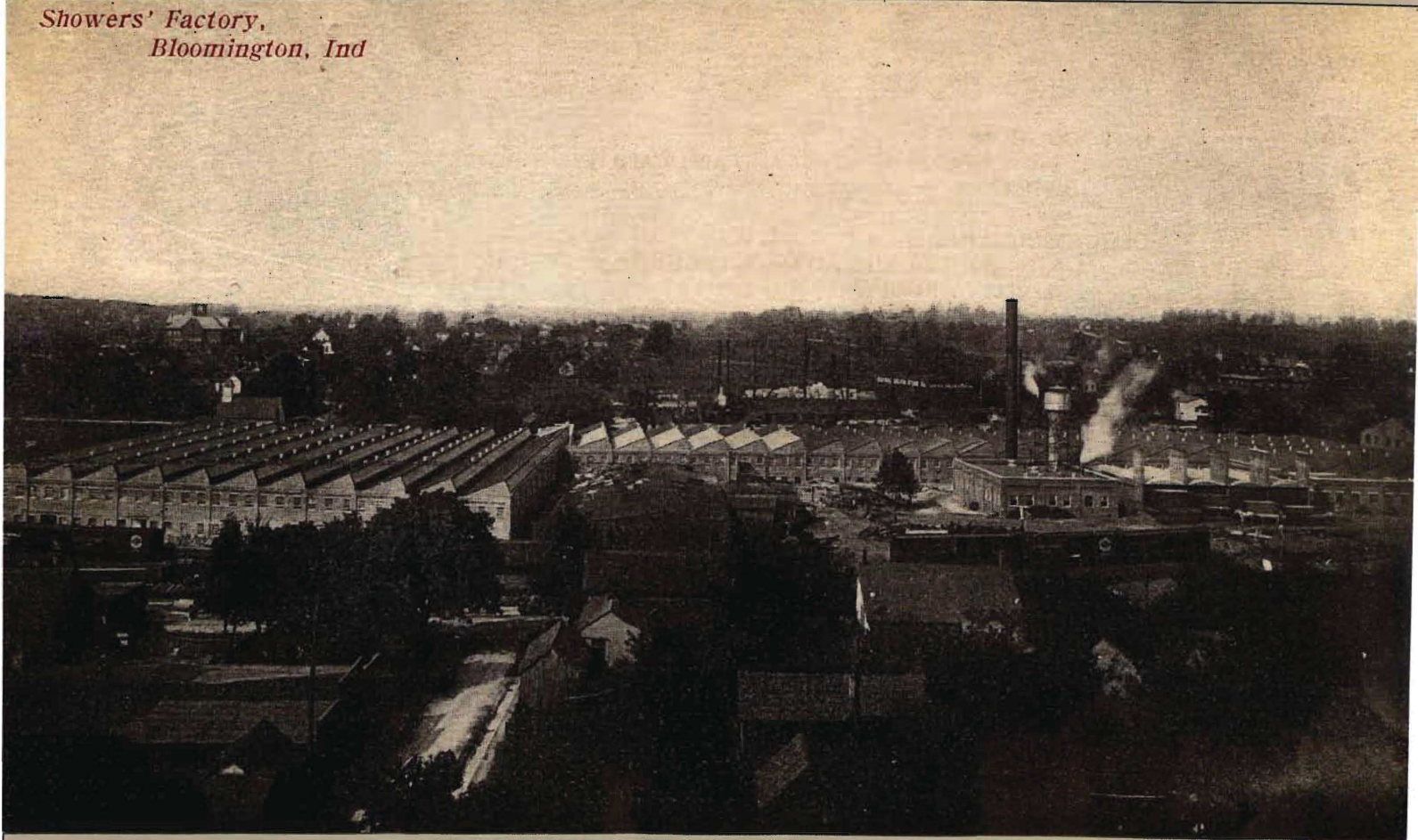
#### CDBG FUNDING APPLICATION SCHEDULE

February 1, 2016 (Tentative date)	<b>PUBLIC HEARING - CAC recommendations presented to the Redevelopment Commission (McCLOSKEY ROOM @ 5:00 P.M.)</b>
February 10, 2016 (Tentative date)	<b>PUBLIC HEARING - City Council Committee Discussion Meeting</b>
February 17, 2016 (Tentative date)	<b>PUBLIC HEARING - City Council Final Action Meeting</b>
June 2016 (Tentative date)	<b>FUNDING AVAILABLE</b>



# SHOWERS FURNITURE FACTORY HISTORIC DISTRICT DESIGN GUIDELINES

*Showers' Factory,  
Bloomington, Ind*



**City of Bloomington, Indiana**

# SHOWERS FURNITURE FACTORY HISTORIC DISTRICT DESIGN GUIDELINES

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# INTRODUCTION

## I. Introduction, Intent and Applicability

These Design Guidelines are intended to assist property owners in making informed decisions about their historic properties. These Guidelines are not absolute; the Bloomington Historic Preservation Commission (BHPC) has the authority to allow variation from any of the Guidelines on a case-by-case basis. In many decisions, issues of practical utility will be weighed against and alongside these Guidelines. Any request to vary from the Guidelines, when accompanied by a demonstrated reason for, and advantages gained by such variation, will be given serious consideration by the Commission. Similarly, conformance alone to these Guidelines does not necessarily ensure approval; but it is the intent of the BHPC to work collaboratively with property owners to come to mutual conclusions on issues found not to be adequately addressed by these Guidelines.

Commission review is confined to the exterior of the four buildings identified in these Guidelines and any addition or attachments to the buildings. The Certified Technology Park (CTP) will be master planned and the design elements of lighting, pedestrian ways, and street furniture will be decided by that study with the input of the BHPC and other stakeholders. New construction buildings in the CTP will not have binding review by the BHPC.

The City's Historic Preservation Officer and other Staff of the BHPC ("Staff"), and the members of the BHPC are responsible for administration of these Design Guidelines.

These Guidelines apply to the following four buildings which were historically part of the Showers Brothers Furniture Company complex, and are referred to below by that former function and further described in the History section of these Guidelines:

1. Plant #1
2. The Planing Mill
3. The Kiln
4. The Administration Building

These Guidelines apply to all exterior building alterations that are visible from any existing or proposed street or way that is open to public travel. They do not apply to site improvements that are unattached to the building wall. These Guidelines apply to such exterior alterations, whether permanent or temporary. In the case of proposed temporary additions, the proposed duration of the addition must be clearly described in an application.



## II. History

When the Near West Side National Register nomination was written, the role of the Showers Brothers' Furniture Factory in the development of the west side became apparent. The company was founded by Charles C. Showers in 1868 and was a driving influence on Bloomington history continuously until 1955 when it was sold to Storkline.

The presence of this industry catalyzed not only the construction of residential neighborhoods, but also influenced the demographics of the west side area and its landmarks. African Americans were some of the first families to live in the area.

The four buildings proposed for designation are part of the story of ethnic migration to the west side that also includes construction of the Bethel AME Church, Second Baptist Church, and Banneker School.

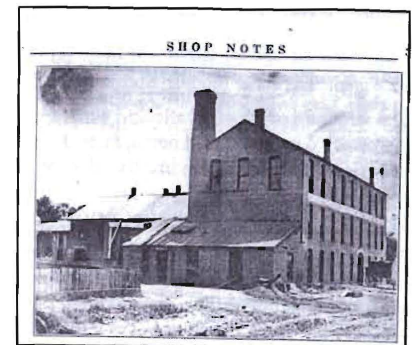
This group of buildings is more significant in that, as a collection, they illustrate a highly influential industry that is linked with the development of several other historic districts in town; including North Washington, where the Showers brothers, William and James, developed residences for their family and friends; the Near West side, where associated worker housing was developed; and Prospect Hill, where William and James Showers subdivided land for residential development.

National trends brought the Showers Company to prominence. At the turn of the century there was a national upsurge in interest for household furnishings. The need was catalyzed by urban migration, population increases, and a cultural shift toward homeownership. As markets became national, catalogue sales were popular. The selection of furniture was managed by several prominent mail order companies located in the Midwest. Indiana was listed as one of the top ten states for manufacturing until 1920, when the state employed 10% of the nation's furniture workers. Often the Showers brand was simply identified as "Hoosier" furniture. Other trends in the company's favor were increasing efficiency in production and distribution, cheaper finish work through veneers, and the availability of local timber. Sanford Teter is widely credited with developing laminate veneer, which made furniture finishing less expensive.

The company also pioneered many social welfare programs for its employees, including a bank, homeownership savings programs, a grocery, and sports teams. It was one of a few industries in Bloomington that hired African Americans, although they generally stayed in low paying positions. Many who had rented on the east side of town, benefitted enough to purchase their own homes in the West Side.

One of the more entertaining local stories is the migration of the "U.S. Center of Population Stone" - which has done a wide circuit of Monroe County through the years. In 1911 city fathers placed the "U.S. Center of Population Stone" at the seventeenth window opening of Plant #1. Less well known was its initial location on a farm northeast of town. The original data located the center of population at a spot in a timbered, "rattlesnake infested" ravine about half a mile away from any railroad access. Since the remote site had little commercial potential, a rechecking of the data ensued. Two scientists came up with exactly the same computation which placed it, more fortunately this time, in front of the limestone office of Showers at 320 West 8th Street. When improvements were made in to Plant #1 in 1923, it was moved again. In 1960 the stone was removed by Fred Seward and placed on the courthouse lawn where it remains today.

Plant #1 was designed by Charles Ballew, a Chicago-based engineer. This was an era when the only major architect interested in industrial design was Lewis Kahn. Kahn also adopted the saw toothed roof line on his Pierce Plant





in Buffalo New York. The technology was used as early as 1870. By the turn of the century this style of roof was an accepted response to line production issues as well as for the provision of light and ventilation. Larger spans required light from other sources besides wall windows, which could not adequately address large covered interior spaces. Ballew utilized a double truss system and timber framing. The local labor force was familiar with it and wood materials were easily accessed. The most modern building would have been reinforced concrete at this time, but there were few laborers who knew the technology in Bloomington.

The structure of Plant #1 allowed sufficient light and ventilation to the top floor of the two story building so that the massive workroom could be used. The clerestory windows faced north, away from direct sunlight, but were placed to allow ambient light into the building. This was a change from the taller multistoried factories of the past (even in Bloomington). The Showers facility at 9th and Grant was three stories tall under a gabled roof but was considerably smaller in floor space.

The Showers Brothers' use of progressive line manufacture of furniture brought raw materials from the lumber yard located north of 11th to be conveyed south to the drying kilns, then to the saw mills. From there, materials entered Plant # 1 on the second floor and moved south, where they were progressively carved and finished, stained and dried and finally packed to be loaded on chutes to the first floor. The products were finally loaded on railroad cars that lined the east and west sides of the building. This steady progression of raw materials to finished product maximized production. Shop Notes reports that approximately 500 finished pieces came down the chutes every 20 minutes during the heyday of Plant #1. In 1925, the factory produced 700,000 pieces of furniture.

It is unusual to have buildings of this quality and age associated with a single company that have also survived as marketable resources. The story of this early industry is deeply interwoven in the visual character and spirit of the city of Bloomington. Early in the conceptual development of the technology park, the city administration realized its opportunity to use these buildings as the anchoring theme in the technology park.

#### 1. Plant #1 Showers Brother Furniture Factory Building

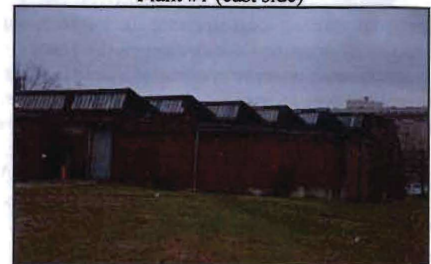
This building, now shared by City Government, County Government and CFC was built in 1910 and expanded in 1923. The northern section was lost to fire in 1966 after the loss of Plant #3, a huge complex that was northwest of the current building. Plant #1 is most recognizable for its clerestory windows and saw tooth roof line. Also characteristic are its brick piers, corbels and double hung multi-light windows. It bends along the path of an old railway siding.



Plant #1 (east side)

#### 2. Planing Mill 1915 (sometimes called Dimension Mill)

This building is similar in design to Plant #1 and its saw tooth roof with clerestories are oriented in the same planes. The building is constructed of multi-wythe brick bearing walls. The form of the building conforms to the railroad sidings that once skirted the west side of the building. The walls on this elevation have pilasters and the cornices corbelled. Each elevation of the building is unique. The east side has a parapet wall which partially masks the saw toothed roof line. It has no window openings but several loading doors. The north side has both windows and doors and reveals the clerestory windows system. This side is obscured by the proximity of the kiln building. The west side accommodates a changing grade that elevates to a story and a half with two levels of windows. There is a crawl space beneath the south side of the building. The pattern of pilasters and corbelling is repeated in the brick patterning on this side and the saw tooth roof is a visible design feature. Many of the openings on the west side have been closed.



Planing Mill

### 3. Administration Building 1916

The Administration Building, completed in 1916, is the most elegant building in the collection. The architect of this building is J.L. Nichols, one of Bloomington's earliest native architects. The Indianapolis Sunday Star (8-27-16) described it as "...built of Oriental brick and occupies ground space of 60x114 feet. It is three stories high, counting the basement and is entirely fireproof. The cost was \$30,000." It contains an assembly hall which seats 900 people. It was called at this time "The prettiest building in Bloomington." The building is divided into three horizontal sections, a high water table (or piano nobile) articulated with alternating brick courses and limestone caps; a mid-section with steel casement windows; and a cornice above a partial limestone frieze with several high parapets masking a bow truss roof. Brick pilasters are topped and anchored by limestone details.

### 4. Dry Kilns Building

The Kiln Building is located north of the Planing Mill and is a rectangular brick multi-wythe building (approx. 107' x 50'). The interior of the building is divided into five bays accessed by replacement docking doors. The west side of the building contained the loading facilities and large paired doors once lined this elevation. Other than the west side, there are few openings. The east side of the building runs along the alley at a one story level showing massive brick pilasters and blank recessed brick walls topped by a corbelled brick cornice. The reuse of this building will involve creating appropriate openings to bring light into the building, which is closed on two sides.

#### Character Defining Features

A large group of people, representing both current and prospective owners, participated in the discussions to develop the Showers Brothers Factory Buildings' Guidelines. During this analysis period, an effort was made to identify the design linkages among the individual buildings. These elements help the area cohere as a unique place and add value to the tech park redevelopment.

The most prominent feature is the universal use of red brick which links even the high style administration building to City Hall's functional Plant #1. Even the most utilitarian buildings in the complex feature limestone detailing on the windows and doors, which is used to punctuate the openings.

The iconic saw tooth roof, practically designed for light and ventilation, forms the silhouette of the two remaining factory buildings (Plant#1 and the Planing Mill) and has become the hallmark of the city in 20 short years. Just as intrinsic to the group is the use of parapet walls. Similarly interpreted, the Administration Building has decorative parapet walls around the perimeter of the roof facing all four directions. The principal features face east and west. The planing mill has a continuous parapet wall along the alley parallel to Morton.

All four buildings have walls framed by pilasters and brick corbels several wythes deep in repeating and proportionate patterns. The classical revival Administration Building displays a much more elaborate interpretation of this same pattern, with pilasters topped by limestone capitals that support a wide limestone frieze. The outline of rectangular recessed walls is repeated even on this more architecturally complex office building. The other utilitarian factory buildings show plainer wall framing entirely in brick, and articulated by solids (pilasters) and voids (recessed panels)



Administration Building



Kiln



Plant #1 (west side)



Plant #1 (looking south)



## DESIGN GUIDELINES

### 1. General Prioritization of Decisions

The Commission's evaluation of an application will be based upon the degree to which proposed changes are in harmony with the character of this collection of thematic buildings in the old Showers campus. The statement of intent, or "Goals," at the beginning of each section of these Guidelines should serve to aid in identifying character-defining design features and the most sympathetic approach to proposed alterations. The following prioritized list of approaches to the Commission's decisions illustrates activities from the least amount of intervention to the greatest amount. The owner, manager or developer should follow them, in order, to ensure a successful project.

- A. *Identify, Retain, and Preserve the form and detailing of the materials and features that define the historic character of the structure, keeping in mind that the designated buildings share design elements that are enhanced by their thematic use on the old Showers campus.* These are basic treatments that should prevent actions that may cause the diminution or loss of the structure's overall historic character, or that of the old Showers campus. It is important to remember that loss of character can be caused by the cumulative effect of insensitive actions whether large or small.
- B. *Protect and Maintain the materials and features that have been identified as important and must be retained during the rehabilitation work.* Protection usually involves the least amount of intervention and is done before other work.
- C. *Repair the character-defining features and materials when it is necessary.* Repairing begins with the least amount of intervention possible. Patching, piecing-in, splicing, consolidating or otherwise reinforcing according to recognized preservation methods are the techniques that should be followed. Repairing may also include limited replacement in extremely deteriorated or missing part of features. Replacements should be based on surviving prototypes.
- D. *Replacement of entire character-defining features or materials follows repair when the deterioration prevents repair.* The essential form and detailing should still be evident so that the physical evidence can be used to re-establish the feature. If 60% of a window or parapet is intact then it should be repaired, rather than removed and replaced with new and compatible material. If there are multiple examples of a feature, or wholesale replacement is requested, then the decision will be based upon whether repair is technically or economically feasible. See Guidelines for Existing Structures (4. A. 3).
- E. *The preferred option, when replacement is necessary, is replacement of the entire feature in-kind using the same material.* Because this approach may not always be technically or economically feasible the Commission will consider the use of compatible substitute material. The Commission does not recommend removal and replacement of a feature that could be repaired.
- F. *Missing historic features should be replaced with new features that are based on adequate historical, pictorial and physical documentation.* The commission may consider a replacement feature that is compatible with the remaining character-defining features. The new design should match the scale, size, and material of the historic feature or may approximate it in simpler form.
- G. *Alterations or Additions that may be needed to assure the continued use of the historic structure or site should not radically change, obscure or destroy character-defining spaces, materials, features or finishes.* The Commission encourages new uses that are compatible with the historic structure or site and that do not require major alterations or additions.

## 2. Levels of Review

A formal request for review conducted by the Commission or staff is called an application for a Certificate of Appropriateness. The Commission meets twice a month in order to expedite the cases that it does review. Staff may review and approve Certificates of Appropriateness in a few days. According to state statute, in no case can a decision be delayed over 30 days. The Commission has no desire to interfere with normal maintenance procedures. In order to provide some guidance to the property owner, manager or developer and to the Commission, the activities which might be construed as causing an alteration to the physical character of the exterior have been categorized into five Levels of Review. Staff should be notified by the property owner, manager or developer of any work, other than routine maintenance described below, planned on the exterior so that Staff may provide necessary guidance as to the appropriate Level of Review or if an application is necessary.

- A. *Activities that are not subject to review by the Commission and do not require an application for a Certificate of Appropriateness:*
  - 1. Activities associated with routine maintenance or which do not result in any permanent alterations or attached fixtures, including such items as: in-kind replacement of broken glass, window washing, and holiday decorations.
  - 2. Alterations which are not visible from any existing or proposed street or way that is open to public travel.
- B. *Activities that may be approved by staff (whether submitted for review via an application to the BHPC or in consultation with Staff):*
  - 1. Maintenance, repair, and in-kind replacement involving no change in design, material, color and outward appearance, including such items as tuck pointing of masonry.
  - 2. Work which is required to comply with BMC 8.12.020 Public safety.
  - 3. Replacement of non-original materials with a design or product previously approved, as for example, windows, lighting fixtures and canopies, when the feature has already been approved by the BHPC or is the adopted design used in a successful tax credit project on a comparable Showers Building.
- C. *Activities requiring submittal of an application to the BHPC for Commission review and a Certificate of Appropriateness from the BHPC:*
  - 1. Additions
  - 2. Any reconstruction, restoration, replacement, alteration or demolition not based upon photographic or material evidence as being original to the structure. This includes but is not limited to surface treatments, fixtures and ornaments.
  - 3. New construction of any type; removal of historic features or elements; any alteration involving change in design, material color, location or outward appearance, not justified by historic evidence.
- D. *Activities not explicitly listed above:*

In the case of any activity not explicitly covered in these Guidelines, the Staff shall determine whether an application is required and if so, whether it shall be an application to the BHPC for a Certificate of Appropriateness or Staff Approval.
- E. *Concurrent Jurisdiction*

In some cases, activities may fall under the jurisdiction of other entities. This may occur because of an owner's voluntary participation in either a Rehabilitation Investment Tax Credit application or a review for the use of Federal or State funds. In those cases, changes typically require a stricter review process by other entities, such as the State of Indiana Division of Historic Preservation and Archaeology (DHPA) or the U.S. Department of the Interior. The Bloomington Historic Preservation Commission will accept either the Certificate of Appropriateness application or the material submitted to the DHPA for a Part 2 \*. An explanation of the tax credit process is available on-line at <http://www.nps.gov/tps/tax-incentives/before-you-apply.htm>. All efforts will be made to expedite the local review process to accommodate the required review by other entities, and the BHPC will approve plans previously approved by the Federal reviewing entity (Department of the Interior) under the Investment Rehabilitation Tax Credit Program and reserves the right to accept plans that are not approved by the Department of the Interior.

### 3. General Guidelines

- A. The design approach to the buildings should begin with the premise that the features of historical and architectural significance described within these Guidelines should be preserved. In general, this will minimize alterations..
- B. Changes and additions to the building and its environment which have taken place in the course of time are evidence of the history of the property and the neighborhood. These changes may have developed significance in their own right, and if so, this significance should be recognized and respected.
- C. Deteriorated materials and/or features, whenever possible, should be repaired rather than replaced or removed.
- D. When replacement of features that define the historic character of the building is necessary, it should be based upon physical or documentary evidence of original or later contributing features.
- E. New materials should, whenever possible, match the material being replaced in physical properties and should be compatible with the size scale, color, material and character of the property and its environment.
- F. New additions or alterations should not disrupt the essential form and integrity of the building and should be compatible with the size, scale, color, material and character of the building and its environment.
- G. New additions or related new construction should be differentiated from the existing thus, should not necessarily be imitative of an earlier style or period.
- H. New additions or alterations should be done in such a way that if they were to be removed in the future, the essential form and integrity of the historic property would be unimpaired.
- I. Surface cleaning shall use the mildest method possible. Sandblasting, wire brushing, power washing or other similar abrasive cleaning methods may not be permitted. Consult the following National Park Service technical reports on the appropriate treatment of historic materials. They are available online at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>. including "The Dangers of Abrasive Cleaning to Historic Buildings Brief #6" and "Removing Graffiti from Historic Masonry Brief #38." Another accepted reference is "Keeping It Clean," also published by the National Park Service and available on-line at <http://www.nps.gov/tps/how-to-preserve/preservedocs/Keeping-It-Clean.pdf>
- J. These Guidelines are not intended to prohibit the incorporation of new or existing technologies that enhance energy conservation, efficiency, or alternative energy generation for the buildings or for the Certified Technology Park.



#### 4. Guidelines for Existing Structures

**Goal:** Existing contributing historic structures and their character-defining architectural features shall be preserved and repaired, rather than replaced, except as otherwise permitted herein.

**A. Exterior Walls, General** (See also all following sections for Guidelines pertaining to specific features of Exterior Walls.)

1. Existing character-defining elements and features (decorative and functional) of exterior walls including masonry, wood, architectural metals, cornices, parapets, shutter hardware, tie rod plates, loading hoists, and other industrial features should be retained and repaired using recognized preservation methods, rather than replaced or obscured.
2. When character-defining elements and features (decorative and functional) of exterior walls cannot be repaired, they should be replaced with materials and elements which match the original in material, color, texture, size, shape, profile and detail of installation. Any replacement design for a fixture or window that is within the thematic group and that has been previously approved for a State or Federal tax credit project may be approved at the Staff level.
3. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.
4. Using existing openings is preferred, but new openings may be approved on a case-by-case basis.
5. Use of existing original openings in their original size and shape is preferred but other designs may be approved on a case-by-case basis.
6. Re-opening original openings which have over time been filled is encouraged.
7. New balconies or attached walkways must be made of compatible materials and may be approved on a case-by-case basis.



*The Kiln, Planing Mill, and Plant #1 all have repeating patterns of corbels (built up wythes of brick), and piers (attached pilasters), the importance of these features should be kept in mind when designing new openings.*

## Masonry

1. If the masonry is to be cleaned, or if graffiti removal is required, the mildest method possible should be used, and a test patch of the cleaning method shall be reviewed and approved. More aggressive methods such as sandblasting, power washing, wire brushing or other similar abrasive cleaning methods are not desirable but may be permitted with Staff approval, and should be utilized with extreme caution. If methods other than those provided in the link provided in (3.I General Guidelines) are proposed, then a test patch of the cleaning method should be reviewed and approved.
2. In general, coating or painting masonry is not an appropriate repair method, but may be approved on a case-by-case basis.
3. Original mortar should be retained. Deteriorated mortar shall be carefully removed by hand-raking the joints. Use of mechanical saws may be allowed.
4. Repointing mortar shall duplicate the original mortar in strength, composition, color, texture; joint size, joint profile, and method of application, unless the original mortar strength is deemed inappropriate.
5. Sample areas of new mortar shall be reviewed at the staff level for appropriate color, texture, and profile.

## Paint and Coating

1. Cleaning of wooden or metal elements shall use the mildest method possible. If methods other than those provided in the link provided in (3I) are proposed, then a test patch of the cleaning method shall be reviewed and approved. and a test patch of the cleaning method shall be reviewed and approved.
2. Paint removal from wooden elements should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.
3. Propane or butane torches, sandblasting, water blasting or other abrasive cleaning and/or paint removal methods will not be permitted on wood surfaces.

## Equipment and Exterior Mechanicals

1. Miscellaneous equipment such as security cameras, door buzzers and the like that requires attachment to exterior walls shall be fastened so as to avoid damage to historic fabric. When such equipment is removed, patching with appropriate material will be required.
2. Exterior conduits and cables are acceptable and Staff will determine the level of review.
3. Solutions to incorporate alternative energy technologies is encouraged, and should be appropriately designed and mounted to minimize visual impact.



*Exterior mechanicals, gutters and downspouts are original to the building and may be repaired or replaced, rather than hidden.*



*Others may see rehabilitation as a way to remove unsightly or jerry-rigged utility provisions.*



## B. Windows

The original window design, elements and features (functional and decorative) and the arrangement of window openings should be preserved and repaired using recognized preservation methods, rather than replaced. Windows, window fittings, sash operation, and shutters are important elements of building design that reflect the period of development and the original purpose. Representative window sash includes wood with single glazing, steel ventilator windows, double-hung (single light and multi-light), double vent casements, and pivot windows. Deteriorated or missing window elements and features (functional and decorative), should be replaced with material and elements which match the original in material, color, texture, size, shape, profile, configuration, and detail of installation as closely as technically and economically feasible.

1. Retrofitting existing frames and sash to allow for the insertion of an additional pane of insulating glass for storm window applications may be allowed if the alteration does not visually detract from historic fabric of the original window.
2. Before the Commission will consider window replacement, a survey of existing window conditions shall be submitted for review including photographic documentation. For large scale replacement, a site visit may be appropriate.
3. If it is demonstrated that original windows cannot be repaired, they should be replaced with windows that match the original in material, detail, profile, and dimension. If using the same material is not technically or economically feasible the Commission may consider the use of replacement windows. The Commission may require the retention of some original windows, preferably in situ, to provide documentation of original conditions. Enlarging or reducing window openings for the purpose of fitting stock window sash or air conditioners will not be allowed.
4. The number and arrangement of window panes in the sash design shall not be changed from the original.
5. True divided light window sash with muntins that match the dimension and profile of the original muntins is preferred. Applied muntins may be allowed if the applied muntins match the original muntin dimension and profile, are identical on the interior and exterior of the window, and have a dark spacer bar between the glass.
6. Tinted or reflective-coated glass are not preferred, but may be approved on a case-by-case basis. In particular, solar thermal, energy efficiency and similar "green" properties will be a consideration toward an approval of tinted or reflective-coated glass.
7. Some of these buildings have already lost their original windows or they have been filled in. Replacement windows for these properties should be based on documentary evidence of the original windows. If such evidence is unavailable, the replacement window design should be based on documentation of original windows on a similar property among the Showers Buildings. An opening may be adapted for other uses on a case-by-case basis.
8. Exterior combination storm windows and/or screens may be allowed provided the installation has a minimal visual impact. Exterior or interior storm windows are encouraged as long as the windows do not obscure the original sash design. This is done easily by matching the placement of the dividing rails, stiles and rails on double hung windows with features of an equal or smaller dimension on the storm windows.
9. Storm window sashes and frames shall have a finish that matches the primary window sash and frame color, so as not to obscure the original sash design.



*The double hung windows on Plant #1 are thermal pane, wood, true divided light windows that were approved through the tax credit process.*





*These storm windows obscure the design of the windows original to the building, by utilizing divisions that conflict with the patterns of the original lights behind them.*



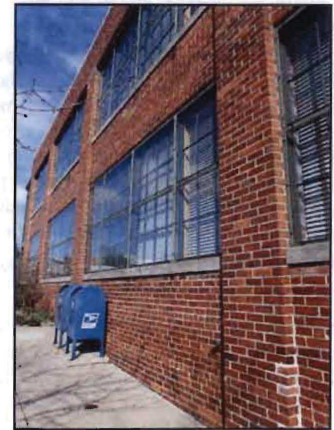
*These new steel ventilator windows have exterior storms that provide additional insulation*



*Windows on the front of the Administration Building are unusual double ventilator steel casements.*



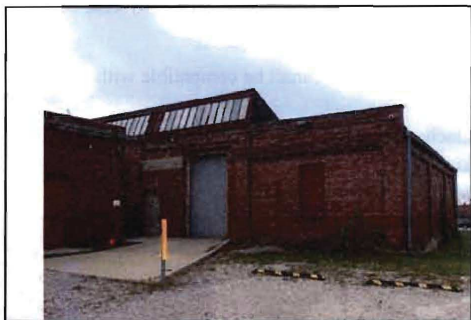
*Some original sash remain. They can be restored or provide templates for new windows.*



*These new windows were made by the same company that was manufacturing this style of window when the building was built.*

### C. Entrances/Doors/Loading/Docks

1. All contributing entrance, doors, and loading docks and their elements, materials, and features (functional and decorative), should be preserved and repaired using recognized preservation methods, rather than replaced. Where they survive, original doors and door fittings are significant architectural features that lend distinctive historical character to the area. Where fabric has been removed, appropriate infill designs will be considered.
2. The original entrance design and arrangement of openings should be retained. Where alterations are required, they will be reviewed on a case-by-case basis. It is anticipated that some adaptations may require more prominent entrances with compatible new design.
3. When contributing entrance and door elements, materials, and features (functional and decorative) cannot be repaired, they should be replaced with materials and elements which match the original in material, color, texture, size, shape, profile and detail of installation.
4. If using the same material is not technically or economically feasible, then compatible substitute materials may be considered.
5. Contributing entrance materials, elements, and features (functional and decorative) shall not be sheathed or otherwise obscured by other materials.
6. Proposals for new doors or entrances will be reviewed on a case-by-case basis.



*Entrances in the Tech Park may be formal or utilitarian, newly designed entrances are anticipated as they were on Plant #1.*



#### D. Roof Shape and Roof

1. The sense of the original roof shape and its character defining features should be preserved. In general, buildings are characterized by flat roof shapes, barrel vault roofs, parapets and saw-toothed clerestories.
2. Contributing rooftop elements and features such as clerestories, chimneys, and skylights that are visible from existing or proposed streets and ways that are open to public travel should be preserved.
3. Roofing materials shall be compatible with the character of contributing buildings when visible from existing or proposed streets and ways that open to public travel.
4. Flashing, gutters, and downspouts should be compatible with the existing building in design and materials.

See also section 6B guidelines regarding Rooftop Additions.



*There is nothing in  
Bloomington as iconic as  
the Showers clerestory roof.  
They are now nearly as  
familiar as the Courthouse  
fish.*

#### E. Exterior Lighting

1. Contributing light fixtures should be retained and repaired using recognized preservation methods.
2. When contributing light fixtures cannot be repaired, they should be replaced with fixtures which match the original in material, color, configuration, size, shape, profile, detail of installation, and quality of light. If using replicated light fixtures is not technically or economically feasible, then compatible substitute lighting fixtures may be considered.
3. Contributing light fixtures shall not be sheathed or otherwise obscured by other materials.
4. New illumination may be added in appropriate locations.
5. New lighting will be reviewed on a case-by-case basis for all aspects of the lighting design including fixtures, installation methods, and the quality of light. Mock-ups of new lighting may be required on a case-by-case basis.
6. Mock-ups of proposed accent lighting will be required.
7. The design and materials of new lighting shall be compatible with the character of the Showers Buildings
8. Light fixtures shall be attached so as to avoid damage to historic fabric.
9. Exterior conduits and cables are acceptable with review.



*Example of a modern  
light approved for use  
through the tax credit  
program.*



*One of the few original  
lights remaining.*

## ***F. Accessibility***

1. Alterations to existing buildings for the purposes of providing accessibility shall provide persons with disabilities the level of physical access to historic properties that is required under applicable law and as desired by the property owner, manager or developer to fully adapt the building. Alterations should be consistent with the preservation of each property's significant historical features, with the goal of providing the highest level of access with the lowest level of impact to the character-defining features of the property. Modifications to some character-defining features may be allowed in providing access, once a review of options for the highest level of access has been completed.
2. It is recommended that applicants consult with staff of the Commission as early in the process as possible when proposing alterations for the purpose of accessibility.
3. Where feasible and appropriate, metal ramps or other reversible solutions to providing accessibility are encouraged.



## 5. Guidelines for Demolition

**Goal:** The intent of these guidelines is to prevent the demolition of contributing buildings and structures or contributing portions of buildings and structures.

### A. Removal of Later addition

1. Removal of additions may be considered if the Bloomington Historic Preservation Commission finds that the addition does not contribute to the historic and/or architectural character of the Showers Buildings.
2. The following factors will be considered by the Commission in determining whether later additions can, or should be removed:
  - a. Compatibility with the original.  
It is recommended that applicants consult with staff of the Commission as early in the process as possible when proposing alterations for the purposed of accessibility.
  - b. Historic association with the property.
  - c. Design and execution of the addition.

### B. Demolition (General)

When considering a proposal for demolition, the BHPC shall consider the following criteria for demolition as guidelines for determining appropriate action. The BHPC shall approve a Certificate of Appropriateness for demolition as defined in this chapter only if it finds one or more of the following:

1. The building poses an immediate and substantial threat to public safety as interpreted from the state of deterioration, disrepair, and structural stability of the structure. The condition of the building resulting from neglect shall not be considered grounds for demolition.
2. The historic or architectural significance of the structure is such that, upon further consideration by the Commission, it does not contribute to the historic character of the Showers Buildings.
3. The demolition is necessary to allow development which, in the Commission's opinion, is of greater significance to the preservation of the thematic buildings than is retention of the building, or portion thereof, for which demolition is sought.
4. The building or property cannot be put to any reasonable economically beneficial use without approval of demolition. See

Bloomington Municipal Code, Title 8.12.010.

5. In the case that the building is accidentally damaged by storm, fire, or flood, it may be re-built to its former configuration and materials without a requirement for review if work is commenced within six (6) months. If the work is not commenced within six (6) months, then plans and specifications will be reviewed according to the guidelines for existing buildings and replication of features in this document using an application for a certificate of appropriateness.
6. With the exception of Criterion #5, all replacement of demolished properties should follow New Construction guidelines. The BHPC may ask interested individuals or organizations for assistance in seeking an alternative to demolition. The process for this is described in Bloomington Municipal Code Title 8.

## 6. Guidelines for Additions to Existing Structures

**Goals:** The intent of these guidelines is to allow for the creation of additional space that is compatible with the massing, materials, texture, scale of historic material, and to guide the form and design of all new additions to the buildings, to ensure that new construction is compatible with the historic physical character of the building, allowing for contemporary expression.

### A. Guidelines for Additions to existing structures

1. These guidelines apply only to facades that are open to view from any existing or proposed street or way that is open to public travel.
2. According to Standard 9 of the Secretary of the Interior Standards for Rehabilitation, additions should be differentiated from the old and be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the building.
3. In general, new construction should reflect the period in which it was built and should not necessarily be imitative of an earlier style, period, or method of construction. However, new construction shall strive to relate to the urban context and the particular streetscape of which it is a part in building height, massing, setback, rhythm, scale, proportions, and materials.
4. New construction has the potential for reinforcing and enhancing the unique character of the historic buildings. Proposals for new construction will be reviewed for compatibility with the existing architecture including review of such critical factors as building materials, existing buildings, visual association and urban context.
5. New construction that is affixed to any portion of an existing building shall be designed so that the character defining features of the existing building are not substantially changed, obscured, damaged, or destroyed so that if the new construction were to be removed in the future, the essential form, detail, and overall integrity of the historic building would be unimpaired.
6. The Commission will consider design features associated with new construction that are guided by sustainable building design principles provided such features are compatible with the character of the buildings that are thematically linked.

### B. Rooftop Additions (Including New Construction and Roofdecks)

1. Rooftop additions may be considered if the underlying roof is not a character-defining feature (as in the sawtooth roofs of the Planing

Mill or Plant #1, for example).

2. Where permitted, care should be taken to make it minimally visible from existing or proposed streets and ways open to public travel. "Minimally visible" is defined as any rooftop addition which, when viewed from public ways, due to its placement and size does not call attention to itself nor detract from any significant architectural features.
3. All rooftop additions, including rooftop equipment and utilities, will be carefully reviewed on a case-by-case basis for their appropriateness of location and visibility. Additionally, the massing, materials, and details will be reviewed for their appropriateness and impact to the character-defining features of the thematic Showers buildings.
4. Rooftop Additions that contribute to the sustainability, energy conservation and efficiency, or alternative energy generation of the building and/or of the Certified Technology Park will receive favorable consideration during the review of items in Criterion #2 above.

### C. Utilities

1. The location of mechanical and/or electrical equipment, stair or elevator head houses, satellite dishes, antennas and other communication devices should be integrated into the design of the new addition so as to minimize the visibility of the utilities. When located on the roof, such equipment should be set back as to minimize visibility from an existing or proposed street or way that is open to public travel (see above Rooftop Additions section)

These will be available to the Commission with the option of including in the CTP Guidelines.



*There are several examples of existing additions that are either non-contributing or may require redesign for more practical use*



## 7. Guidelines for Signage

Due to the industrial nature of the Showers Furniture factory, Plant #1, the kiln, and planing mill, the buildings were not designed with public signage in mind, as was the case for historic retail buildings on the Courthouse Square. As a result, a particularly difficult challenge in adapting the buildings for reuse is the creation of sensitive signage plans. Fortunately, the signage plans developed by CFC, the City of Bloomington, and Indiana University for Plant #1 were very skillfully done. These signage guidelines seek to continue and build upon that success.

As a general rule, new signs should preserve, complement, and enhance, rather than compete with, the character of historic buildings and the surrounding district. Careful consideration should be given to historic context, building forms, and site layout when selecting, designing, and reviewing new signage. Not all allowed signage types are appropriate for the district.

This section contains guidelines for all signs as follows:

- General
- Freestanding signs
- On building signs
- Awning and canopy signs
- Window signs

### *General*

1. The development of a master signage plan for each building or group of buildings re-developed together is encouraged. Such plans should be created at the time of restoration planning so as to guide individual sign design and location decisions, present a coordinated and harmonious appearance, and minimize damage to historic fabric. This exercise is particularly important when a building will contain multiple businesses, in which case signage should be grouped in directory signs whenever possible.
2. Preference should be given to ground signs and attachment of signage to building additions rather than directly to historic fabric.
3. The scale of signage should be in proportion to the façade, respecting the building's size, scale and mass, height, and rhythms and sizes of windows and door openings.
4. Obscuring historic building features such as cornices, gables, pilasters, or other decorative elements with new signs is discouraged.
5. Use of natural materials such as painted wood, stone (ground signs), iron,

steel, and aluminum is encouraged.

6. If signage must be illuminated, the use indirect or bare-bulb sources that do not produce glare is the preferred method or illuminating signs. Internal illumination is discouraged.
7. Original Showers signage areas should be preserved and remain visible (i.e., Administration Building).

### *Freestanding signs*

1. Freestanding signs are the most appropriate signage variety in the district. Such signs are best suited for contexts in which building forms are set back from the street, where buildings were not designed with signage in mind, or where historic Showers signage occupies logical sign locations.
2. Since on the historic buildings and not the grounds are designated as historic, it is not necessary to get a certificate of appropriateness for new ground signs, or to change existing ground signs.

### *On building signs*

1. Attaching signage to building additions rather than historic fabric is encouraged.
2. In situations where signage is directly attached to historic fabric, it should be installed in a manner which allows for updates and/or new tenant signage without drilling into stone, brick, or even mortar. By way of example, preference should be given to signage affixed to a semi-permanent sign backer board, sign frame, or other re-usable attachment point(s) over signage that is directly affixed to the building. If signage or signage parts must be attached directly to the building, it should be attached to wood or to mortar rather than directly into stone or brick.
3. Building-mounted signage should be modest in scale and design so as not to compete with the building's historic character.
4. Wall signs should be located above storefront windows and below second story windows.

### *Awnings and Canopies*

1. Attachment of awnings and canopies to existing buildings is generally discouraged, but may be considered on a case-by-case basis.
2. Awnings or canopies should be mounted in a manner which does not damage historic building elements.
3. Awning and canopy materials should be canvas or metal, in a shape that reflect the door or window openings they cover, and any signage lettering should be placed on the valance portion rather than the awning.

#### *Window signs*

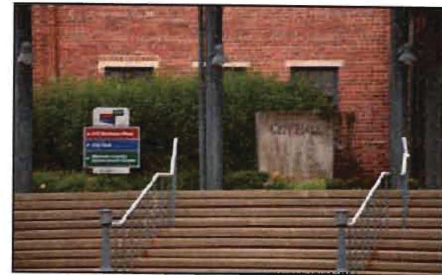
1. Window signage may be appropriate for doors and storefront style glass. Window signs are discouraged for divided light windows.
2. Window signage should be uncluttered in appearance. The size/percentage of coverage, color, fonts, and general appearance of signage should complement historic fabric rather than detract from it.
3. The use of individually cut letters and logos with clean lines is encouraged.
4. The use of all white, black, or gold leaf letters and logos is encouraged. The use of color letters and logos is also acceptable. However, the chosen color palate should be complimentary with the historic fabric (i.e., loud or garish colors are discouraged).

#### *Applicability and review*

These design guidelines are for new signage applied to the exterior of designated structures within the district. They do not apply to:

- Interior signs;
- ground signs;
- repair or in-kind replacement pre-existing or approved signs;
- New tenant panels attached to approved directory signs; and,
- Signage that meets the criteria contained in an approved master signage plan for a building, or group of buildings.

#### **Freestanding Signs**



*Both modern and limestone ground signs can be appropriate. Given the unique nature of the Showers buildings and area layout, grounds signs are perhaps the most effective and historically sensitive sign type.*



## On-Building Signs



*On building signs are perhaps best sited on building additions, rather than on historic fabric*



*When signs are directly affixed to historic fabric, they should be carefully placed so as to not cover or detract from architectural details. If lit, indirect lighting of individually cut letters is preferred. Simple design and neutral colors are preferred. Backer boards which allow for replacement signage with no or minimal impact to historic fabric are favored.*



*Directory signs, and signage on door windows minimize damage that can occur from installing signage.*



### **Acknowledgements**

**Written and published by:**  
Bloomington Historic Preservation Commission

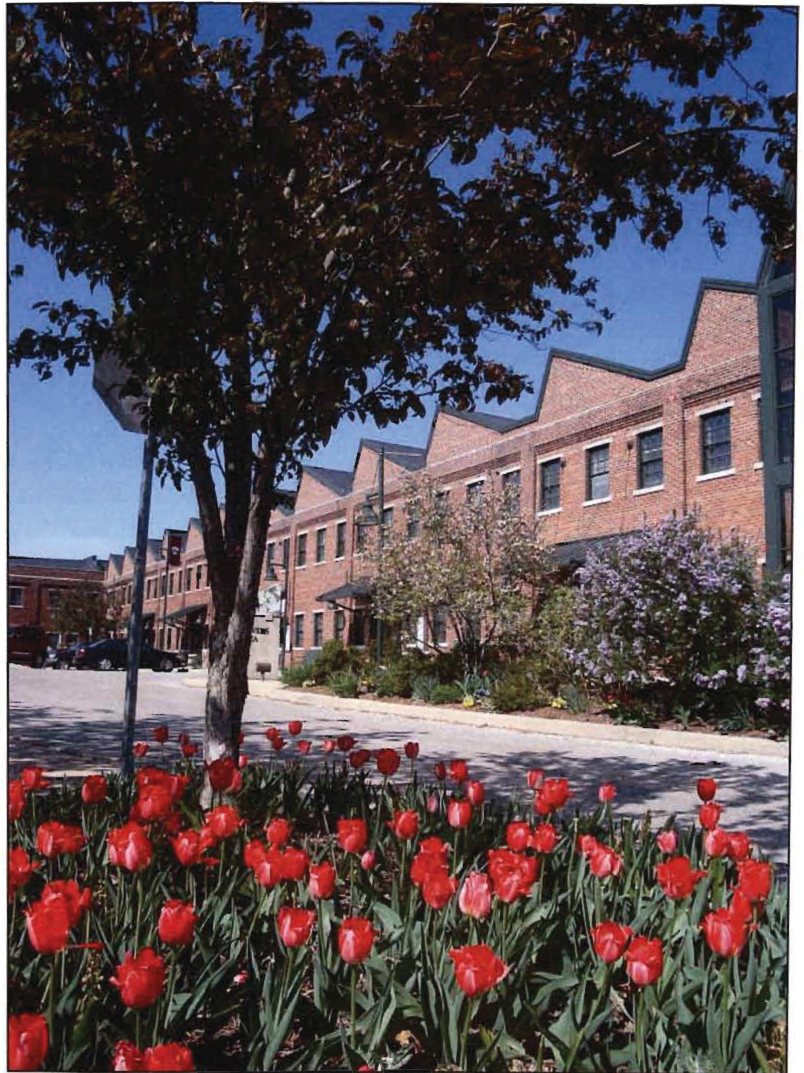
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## TIF Project Status Report

As of 8/26/15

### *Consolidated TIF (439)*

Resolution #	Area	Project Name
10-11	Adams	Twin Lakes/Weimer

Completing ROW acquisition and then will bid.

Budgeted Amount	Expended	Remaining Balance
\$1,614,548.40	\$1,197,250.06	\$444,218.28

Expiration Date: Upon approval of a new Resolution as outlined by Resolution 15-15 or December 31, 2015.

Resolution #	Area	Project Name
12-31	Thomson	Letter of Map Revision

Submitted to FEMA for final approval. We have been working with FEMA to try to get this approval. This Resolution was amended to extend the deadline to 12/31/15.

Budgeted Amount	Expended	Remaining Balance
\$28,000.00	\$27,342.00	\$658.00

Estimated date of completion: 12/31/15

Resolution #	Area	Project Name
13-30	Thomson	Triple C Purchase

Purchase of 6.79 acres for the Switchyard Park. Master plan calls for this site to be used for green space, parking and main entrance to the park. No new information.

Budgeted Amount	Expended	Remaining Balance
\$1,406,250.00	\$999,473.54	\$406,776.46

Expiration Date: Triple C Corporation's vacation of the property or December 31, 2016.

Resolution #	Area	Project Name
14-42	Downtown	BCT Theater Improvements

This project is on-going.

Budgeted Amount	Expended	Remaining Balance
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\$74,000.00	\$12,186.47	\$61,813.26
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Expiration Date: 12/31/15

Resolution #	Area	Project Name
15-07	Downtown	4 <sup>th</sup> Parking Garage

Expected to be concluded in the next couple of weeks.

Budgeted Amount	Expended	Remaining Balance
\$58,000.00	\$0.00	\$58,000.00

Expiration Date: 01/01/2016

Resolution #	Area	Project Name
15-17	Thomson	Black Lumber Trail Project

Project is under design. Bids should be out in December 2015 with an award in early 2016. Construction to begin spring 2016.

Budgeted Amount	Expended	Remaining Balance
\$79,800.00	\$17,603.40	\$53,398.20

Expiration Date: 12/31/15

### ***Redevelopment (444)***

Resolution #	Project Name
15-21	CTP Maintenance 2015

On-going CTP maintenance

Budgeted Amount	Expended	Remaining Balance
\$50,000.00	\$2,696.90	\$46,403.10

Expiration Date: 12/31/15

### ***Kinser-Prow (446)***

There are no open Resolutions for this TIF.

### ***Downtown Bond (975)***

Resolution #	Project Name
13-39	CTP Legal Services

Ice-Miller CTP related legal advice upon Corporation Counsel approval.

Budgeted Amount	Expended	Remaining Balance
\$23,000.00	\$8,766.92	\$14,233.08

Expiration Date: 1/31/16

Resolution #	Project Name
14-10	Appraisals & Disposal Costs for CTP Properties

Appraisal and property sale expenses.

Budgeted Amount	Expended	Remaining Balance
\$50,000.00	\$14,600.00	\$35,400.00

Expiration Date: 1/31/16

Resolution #	Project Name
14-20	CTP Phase I Program Management

Only remaining items are related to district energy.

Budgeted Amount	Expended	Remaining Balance
\$151,240.00	\$131,755.00	\$19,485.00

Expiration Date: 1/31/16

Resolution #	Project Name
15-06	10 <sup>th</sup> Street & Branding

Progress continues. See CTP Report.

Budgeted Amount	Expended	Remaining Balance
\$334,845.00	\$165,461.64	\$169,383.36

Expiration Date: 12/31/15

Resolution #	Project Name
15-11	Lot 6 & Appraisals

Complete.

Budgeted Amount	Expended	Remaining Balance
\$4,800.00	\$4,800.00	\$0.00

Expiration Date: 8/1/15

Resolution #	Project Name
15-13	Additional Survey Work

Complete.

Budgeted Amount	Expended	Remaining Balance
\$1,950.00	\$1,950.00	\$0.00

Expiration Date: 8/1/15

Resolution #	Project Name
15-27	CTP Legal Descriptions of ROW

Amended from Resolution 14-44.

Budgeted Amount	Expended	Remaining Balance
\$750.00	\$500.00	\$250.00

Expiration Date: 12/31/15

### ***Consolidated Bond (976)***

Resolution #	Area	Project Name
15-41	Thomson	Switchyard Park Design

Contract has been approved and they have the Notice to Proceed. Kick off meeting at the end of the week.

Budgeted Amount	Expended	Remaining Balance
\$2,410,000.00	\$0.00	\$2,410,000.00

Expiration Date: 05/31/2018



Resolution #	Area	Project Name
15-46	Thomson	Appraisal for Switchyard

Complete.

Budgeted Amount	Expended	Remaining Balance
\$2,250.00	\$2,250.00	\$0.00

Expiration Date: 09/01/2015

Resolution #	Area	Project Name
15-57	Thomson	Offer to Purchase

Accepted offer. Closing will be at a mutually agreed upon date.

Budgeted Amount	Expended	Remaining Balance
\$475,000.00	\$0.00	\$475,000.00

Expiration Date: TBD



## MEMORANDUM

**To:** City of Bloomington Redevelopment Commission  
**From:** Danise Alano-Martin, Director  
**Date:** August 25, 2015  
**Re:** Certified Technology Park Update for September 2, 2015 RDC Meeting

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**10<sup>th</sup> Street Realignment/CTP Infrastructure/Branding Project.** We shared the Trades District logo and story of the brand with the City Council at our budget presentation on August 19, and the reaction was by and large very favorable. (Thanks to Sue Sgambelluri for attending the budget hearing for HAND, ESD and our fellow departments that budget night; and thanks to all of the RDC members for their support and to several of you for your input during the branding process! The info-gathering/focus group sessions with tech companies and historic preservation staff, the interviews with other stakeholders in economic and community development, and your input has helped us uncover the brand that we believe has great staying power.)

We have instructed the consultants to break out some certain costs of the infrastructure project (specifically in the streetscaping elements) to continue searching for value engineering options in the design.

The next monthly progress meeting for the whole infrastructure project is Wednesday, 9/9 at 9:30 am - 11:30am.

**Next Steps for Lot 6, Lot 7 and Lot 8.** As per your instructions in the 8/18 meeting, staff and CBRE are preparing a comparison matrix for the offers received on the Service Garage (Lot 6), and the parcel including a portion of the parking lot (Lot 7) (which must also include an offer on Lot 8 – the Showers Administration Building). As per instructions, this matrix will include price and uses, as well as other terms and contingencies. The full responses are available for your review in the HAND and ESD offices. Our intention is to bring the comparison matrix and a recommendation to you at your September 15 meeting. With that recommendation, we would be asking for your authorization to negotiate terms of a purchase agreement(s) to bring for your approval then at a subsequent meeting.

The **vacation of Right-of-Way (ROW)** in the parcels west of Rogers is set to be heard by the City Council on September \_\_\_\_\_. We are very close to having final information from Anderson+Bohlander and CMT (10<sup>th</sup> Street/Infrastructure consultants) on the ROW requirements of the new 10<sup>th</sup> Street which would allow us to finish necessary steps to vacate a portion of the 10<sup>th</sup> Street. Final value engineering discussions may still slightly impact this, but Tom and his staff will move full speed ahead with the Board of Public Works and City Council as soon as the ROW requirements are finalized.

I look forward to discussing these and any other updates which may have occurred between this memo and the meeting on 9/2.

**15-48**  
**RESOLUTION**  
**OF THE**  
**REDEVELOPMENT COMMISSION**  
**OF THE**  
**CITY OF BLOOMINGTON, INDIANA**

**APPROVAL OF PROJECT REVIEW AND APPROVAL FORM REGARDING AN ADDITION  
AND RENOVATIONS AT THE ANIMAL SHELTER**

**WHEREAS**, the City of Bloomington has brought the Redevelopment Commission a Project Review & Approval Form (“Form”) which seeks the support of the RDC to move forward and solicit quotes for the expansion and renovation of the Animal Shelter (“Project”); and

**WHEREAS**, a copy of the Form is attached to this Resolution as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA, THAT:

1. The Redevelopment Commission finds that the Project, as set forth in more detail in the attached Project Review & Approval Form, constitutes the construction and installation of improvements, rather than continuing maintenance.
2. The Redevelopment Commission finds that the Project has a valid public purpose, and approves the Project.
3. The expenditure of funds is not approved by this Resolution. Funding will be approved at a later date when the Project Manager brings a Contract that has been prepared after complying with the appropriate City procurement process for the Project.

BLOOMINGTON REDEVELOPMENT COMMISSION

---

David Walter, President

ATTEST:

---

Elizabeth Kehoe, Secretary

---

Date



City of Bloomington  
Redevelopment Commission  
Project Review & Approval Form

**Please Note:**

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

To Be Completed by Requesting Party:

**Project Name: Bloomington Animal Shelter Addition/Renovation**

**Project Managers: Virgil Sauder and Barry Collins**

**Project Description:**

The City of Bloomington is a leader in the animal care and control industry, which speaks to the nature and character of the community. Often, when new Bloomington residents come into the Shelter, they are blown away by the staff, environment, and the healthy pets available for adoption. Over the last decade we have reduced euthanasia by 59%, increased adoptions by 25%, and reduced the total number of animals entering the system by 23%. For us to continue this type of success we must upgrade the Shelter.

In 2011, a building analysis and planning study was completed for the Shelter. (A copy of that study is attached to this Project Review and Approval Form.) The study's goal was to recommend renovations and additions that would allow the existing facility to provide "a solid basis for service into the next two decades."

In conducting that review, the consultant concluded that the numerous issues with the 1970s era portion of the shelter—including issues with the lighting, drainage, and HVAC—would require significant renovation in order to properly support the sheltered animals in a healthy environment, and that the cost of renovations would likely exceed the value of the entire building.<sup>1</sup>

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<sup>1</sup> The study also noted inherently unworkable traffic patterns caused by the 1970s building and the 2004 expansion, which could not be resolved by a renovation.

This project would demolish the 1970s era portion of the shelter (which is currently used as the dog kennel area, Monroe County Humane Association Offices, Euthanasia Room, and Special Care Cat Room), reuse the 2004 expansion, and develop a new addition to accommodate the Shelter's current and projected future needs. This will both increase the Shelter's ability to properly care for the animals entering the Shelter and create a safe environment for the thousands of guests that enter the Shelter each year.

While the 2004 expansion will be reused, it will be put through a systematic process called "retrocommissioning" that will identify less-than-optimal performance in the 2004 expansion, and make any necessary adjustments. The 2004 expansion will also be put through a LEED evaluation.

This project is a permissible use of Tax Increment. Although the starting point is an existing building, the scope of the project is more akin to new construction. If the TIF Test applied, all four factors would be satisfied:

1. It is substantial and complex work that involves the addition of new parts.
2. It will directly increase the value of the Shelter, replacing an old, flawed building with a new building sufficient for the next two decades.
3. The Shelter after the completion of the project will perform as well as a newly constructed Shelter.
4. This project—demolition and new construction—was not contemplated as part of the normal life cycle of the existing Shelter.

Additionally, this is a project that would be capitalized under the IRS's guidelines.

**Project Timeline:**

Start Date: September 2015  
End Date: August 2016

**Financial Information:**

Estimated full cost of project:	\$2,420,000.00
Sources of funds:	Consolidated TIF Bond

**Project Phases:** This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.

<u>Phase / Work to be Performed</u>	<u>Cost</u>	<u>Timeline</u>
1. Design	\$250,000	September 2015-January 2016
2. Construction	\$2,150,000	January 2016-August 2016
3. Retrocommissioning and LEED Certification	\$20,000	January 2016-August 2016

To Be Completed by Redevelopment Commission Staff:

Approved on \_\_\_\_\_

By Resolution \_\_\_\_\_ by a vote of \_\_\_\_\_





daggett + grigg architects, pc

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**shelterplanners.com**



## Building Analysis & Planning Study

### For an **Animal Shelter Expansion**

**Bloomington  
Indiana**

March 29, 2011

***"The greatness of a nation and its moral progress can be judged by the way its animals are treated"***

**Mahatma Gandhi**



## **INTRODUCTION**

This Study provides the foundation for improving and expanding the existing Animal Care and Control facility serving Bloomington, Indiana, Monroe County and their citizens. The existing facility is comprised of two parts, joined together; an original building of 1970's origin including several later additions & renovations and a new +/-4,622 square foot addition constructed in 2004 and opened in 2005. Current Shelter Director; Laurie Ringquist began her involvement as director of the shelter's operation in 2003 during the planning phase of the addition.

We visited the facility on February 10<sup>th</sup> and 11<sup>th</sup>, met with Ms. Ringquist, shelter manager Virgil Sauder and Mr. Barry Collins, Bloomington's Operations and Facility Director. Our charge was to observe both the physical and functional condition of the existing facility for the purpose of making recommendations for renovations and/or possible additions with the goal of providing a solid basis for service into the next two decades.

Our analysis will focus on two areas of consideration; (1) assessment of the condition of the existing facility and (2) projected sheltering need required to adequately serve the community and enhance the current, positive performance on behalf of the companion animals served.

Statistics used to support conclusions of sheltering need are derived from U. S. Census Bureau "State & County Quickfacts" and from the American Veterinary Medical Association's "U.S. Pet Ownership & Demographics Sourcebook" 2007 edition. We also include statistics provided by Laurie Ringquist from her ongoing shelter data record. The data was reported via questionnaires located on our web site; shelterplanners.com and augmented with additional information gathered during and after our visit to the shelter. Mr. Collins provided us with architectural drawings from Bynum Fanyo & Associates, Inc., Architect of record for the 2004

addition to the shelter. We will use their floor plan of the facility for diagrammatic representation of various traffic flows.

## **BUILDING CONDITION ANALYSIS**

The original charge of our analysis was to analyze the older portion of the existing facility by way of a space by space inventory recording the condition of finishes, equipment, lighting and Heating Ventilating & Air Conditioning. Our inspection of the facility revealed numerous issues with the condition of surfaces, lighting, drainage, HVAC etc. that would certainly all require significant renovation in order to properly support the sheltered animals in a healthy environment. In addition to these concerns we discovered what can only be described as nearly insurmountable problems with the building circulation and function and thus its ability to support shelter operation into the future.



View of connection between the 1970 and 2004 buildings

### **Physical Condition**

The original shelter was constructed in the 1970's with subsequent renovations. Its finishes and mechanical systems are worn, outdated and require significant investment through upgrades and renovation in order to become serviceable. Changes to the kennel area floor drainage pose the most significant problem. Description of critical conditions and work needed to bring them to a satisfactory level of service follows:

#### **1. Finishes:**

- a. The exterior and interior walls of the building are composed of concrete masonry (CMU) construction with painted surfaces. The type of paint and number of coats are unknown. Especially in the kennel areas paint has worn in a number of places to the extent that it no longer fully protects the CMU from absorption of water applied to wash the kennels on a daily basis. This is a serious



Example of failing paint in stray kennel runs





Paint failure & walkway trench drain



Trench drain detail

problem because it prevents the ability to maintain the kennels in a sanitary condition. Repair will require sand blast removal of all old paint and complete refurbishing of the surfaces with an epoxy-resin coating. Accomplishing this task will remove the kennels involved for an extended period of time.

- b. Ceilings in the kennel areas and cat rooms are painted gypsum board. The paint appears to be a semi-gloss finish and is in reasonable condition. Especially in the kennels this “hard” surface contributes to excessive reverberation when dogs are barking, occurring whenever a human enters. Studies in similarly constructed shelters demonstrate that noise can reach a level of 90 decibels or higher causing nearly permanent damage to human hearing in a very short period of time. The “fix” for this problem is two-fold; (1) Keep room size to a minimum, thus reducing the number of dogs contributing and (2) change the ceilings to vinyl coated acoustic lay-in panels or a spray applied sound absorbing product to control sound & excessive reverberation. However:

(1) Changing the configuration of the main 35 stray kennel space is not viable and (2) @ approximately 7'-8", ceilings are already low. This means there is precious little space within which to install the necessary sound absorptive material without further lowering.

- c. Flooring in the dog and cat kennels has been recently refurbished with “Dur-O-Flex” and is thus in good condition. Flooring in the intake lobby and associated corridors, however, are finished with a vinyl product. Because these areas experience traffic of animals whose condition relative to disease is unknown they should be washable similar to the kennel floors to prevent disease spread. While the flooring can certainly be upgraded, necessary drainage and floor slope does not exist and wholesale removal of the existing



Improvised HVAC register to serve the cat stray room

floor slab would be necessary to solve the problem. Similar to renovation of the kennel walls (“a” above) this would entail significant disruption of the ongoing operation.

## 2. Trench Drains

- a. Kennel areas in this portion of the building are served by trench drains sloped towards the walkway serving the kennels. As a result, dog urine will flow across the floor into the drains where visitors searching for their lost animals can come into contact with it. This is an unsanitary situation that cannot be overcome without removal and replacement of the concrete floor.

## 3. Heating/Ventilating and Air Conditioning (HVAC)

- a. Heating is accomplished by a combination of systems including extension of the new building’s system plus a linear, gas fired radiant heater in the stray kennels. Air flow is not properly segregated from cat areas and dog areas and also not from sick animal areas to well. This is a serious threat to the health of every animal that enters the facility.
- b. Air conditioning is accomplished by a combination of a split system unit along with some introduction of AC from the “new” addition’s system. The same problems exist as outlined in “a” above.
- c. To combat the lack of ventilation an isolated exhaust system was installed in the cat stray holding room. This unit’s effectiveness is suspect. In order to minimize disease transfer staff has improvised by placing cloth covers over cat cage access doors, largely to no avail.



Stray Kennels in the 1970's portion of the building – Note the low ceilings, open trench drains, long row of kennels facing one another across the open walkway and heating units suspended below the ceilings.



Gas fired linear heater in stray kennels & outdated ceiling diffuser supplying air conditioning.

The entire HVAC system must be re-designed and replaced in order to overcome all of the problems outlined above. This is a major installation that will render the building unusable for animal care during the construction.

While these conditions can all be remedied, the cost of repairs and disruption to the operation of the shelter would be extreme. In the end, in order to achieve the needed level of surface sanitation and air purification it is probable renovations would exceed the value of the entire building.

Additionally, Bloomington has enacted a requirement that its buildings be brought up to LEED standards when renovated. This requirement will be difficult; if not impossible to meet, given the overall condition of the building and the further City requirement that payback for LEED associated renovation work be accomplished within ten years.

Finally, no level of renovation can overcome the inherently unworkable traffic patterns imposed by the building's configuration and its relationship to the new addition. We now turn our attention to this issue:

### **Building Circulation**

In 2004 when a major addition approximately doubled the square footage of the original shelter, greater space for the public, staff offices, an education room, adoption kennels and cat display rooms were added. This was connected directly to the original structure and afforded creation of an adoption lobby in the new addition separate from a relinquishment (intake) lobby retained in the original building. While this represented a positive improvement, the constricted nature of the existing building left serious traffic flow difficulties that were never adequately addressed. Those inherent problems hamper the efficiency and basic functioning of the operation to this day.



End view of the 1970 era kennels





Intake Lobby of the 1970 era building with vinyl flooring



Triage, grooming & clinic space of the 1970 era building

In order to gain full appreciation of the depth of the malfunction we asked Ms. Ringquist and Mr. Sauder to review with us various traffic patterns in the building, which we diagrammed on floor plan images. As illustrated in the attached 11" x 17" Figures 1-6, we have broken the building's traffic patterns into six categories;

1. Traffic flow of Adoption and Return to Owner (RTO) procedures for the public
2. Traffic flow of Intake procedures for both the public and Animal Control Officers
3. Traffic flow of micro-chipping, medical treatment and/or grooming functions
4. Traffic flow of Spay/Neuter procedures, accomplished off site
5. Traffic flow of dogs for Temperament Assessment
6. Traffic flow for departures (euthanasia)

Finally, we overlaid all of the categories to graphically illustrate the impact of these daily functions on the building's circulation system. Refer to Figure 7 where the full nature of traffic constriction and crossing of paths is clearly revealed.

The multitude of overlapping paths provides insight into the dysfunctional nature of the layout as relates to both animal health and efficient use of staff time. Animals entering the facility, whose health conditions are unknown, are forced to pass by animals being returned to owners, adopted or on their way to treatment or grooming. This condition along with the improper separation of sick vs. well animals, dogs vs. cats and ineffective HVAC system contributes to an excessive amount of staff time dispensing "preventive" medications in order to preserve the health of the animals served.

A properly planned shelter minimizes or eliminates these interactions as a positive means of achieving disease control. The configuration of the building itself should be designed to prevent the spread of disease as well as minimizing the stress of mixing cats and dogs in narrow corridors or housing space. This



Sick cat room of the 1970 era building



Sick dog room of the 1970 era building

also applies to mixing “vicious” and “normal” animals. They should be housed in completely separate, unconnected areas to prevent the potential for attack and resulting injury.

Various negative conditions are revealed by the circulation diagrams:

1. Stray kennels face each other across a 4 foot wide pedestrian corridor, contributing to increased barking when a human enters.
2. Forced circulation through the cat holding room to the cat isolation (sick) room beyond is out of order for proper disease control.
3. Forced circulation through the cat holding room to access dog isolation kennels is contrary to the essential need to separate the species and also contributes to poor disease control
4. Healthy dogs and cats to be spay/neutered off site must be gathered in transport kennels/cages in the intake lobby where relinquished animals of unknown disease condition enter the facility
5. Deceased animals from euthanasia must be carried through live dog kennels for disposal.
6. Euthanized cats must endure the stress of moving through the dog kennels on their way to the euthanasia room
7. The lack of a space to evaluate and/or train dogs in the older portion of the building forces walking them through the entire facility, including the adoption lobby, (and back) to access the only “multi-purpose” room available for temperament testing and training
8. Intake exam (triage), medical treatment and grooming are all accomplished in a single, inadequate room
9. Separation of healthy “lost” dogs from bite cases or vicious dogs is not accommodated
10. Inability to properly separate “sick” from “well” animals
11. Inability to limit the access of the public seeking a lost pet means the public is exposed to sick and bite case dogs.



Public & ACO must access the Intake Lobby together

12. Animal Control vehicles must deliver captured animals via the same process and routing as the public
13. ACO office is directly adjacent to the public intake lobby compromising the potential for private work and interaction

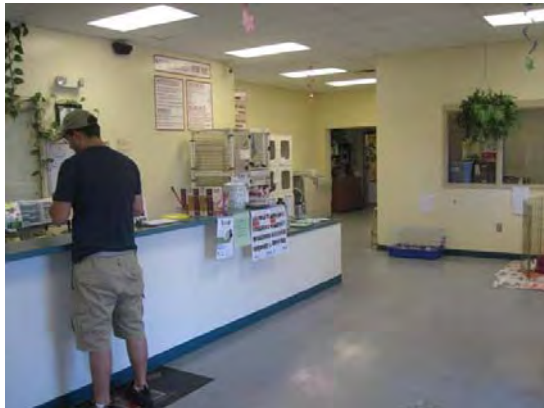
These diagrams and the underlying problems they illustrate demonstrate that the layout of the older portion of the building requires significant reordering in order to overcome these deficiencies. This, however, is a virtually impossible task.

The fixed nature of the kennel areas renders their configuration unalterable. They take up a significant portion of the building. So much so that insufficient space remains to be reconfigured in order to overcome both the traffic constriction and negative functional adjacencies. Even if the space allocated to the Monroe County Humane Association could be utilized, problems associated with intake - including the conflict between ACO's and the Public; the shared corridor and path between intake, treatment/grooming and animal holding; inability to properly separate dogs from cats, sick animals from well and normal animals from aggressive; lack of appropriate space for temperament testing/training etc: - All of these deficiencies will remain.

### 2004 Addition

Inspection of the 2004 addition reveals a reasonable layout for adoption and administrative functions. Both Ms. Ringquist and Mr. Sauder believe its layout is workable for the foreseeable future. In general the building finishes appear to be holding up well and we note that here also the kennel area flooring has recently been replaced to the satisfaction of staff and Mr. Collins.

We do have reservations regarding the use of "trench drains" in the dog adoption kennels and our initial observation of the HVAC system reveals the need for improvements to the system at the very least.



Adoption reception & lobby 2004 building

We also believe the current Staff Break Room is inadequate as it has no access to natural light, is entirely too small for the number of staff and volunteers using the facility and its location is inaccessible to staff working in the old section of the building; they are forced to either walk through the adoption lobby or “squeeze” through the intake/exam/grooming room. We will be recommending developing a new staff break area.

### **Trench Drains**

We do not advocate the use of trench drains that run from kennel to kennel. Trench drains do not provide the separation of water borne waste required to maintain the animals in a healthy condition without extensive cleaning measures and constant vigilance. Individual drains in each kennel run, both indoor and outdoor is the only means to achieve fully sanitary conditions.

The 14 indoor/outdoor adoption kennels and the three indoor “puppy/small breed” adoption kennels serviced by trench drains, however, unlike those in the “old” building, are configured to slope away from the public walkway to a drain at the “closed” end of each kennel. In addition, these drains include grate covers protecting somewhat from a dog’s ability to access them.



Covered trench drain in adoption kennels

Because the animals in these kennels are examined and known to be disease free, with proper cleaning method and careful, constant surveillance staff should be able to prevent transmission kennel to kennel.

We note this issue from a best practices approach but cannot recommend the costly and disruptive change to individual drains unless disease becomes a significant issue in the future.





HVAC Units & Ductwork in 2004 Building

## Heating, Ventilating & Air Conditioning (HVAC)

The existing heating/air conditioning is a combination of gas fired heating and electric split system air conditioning. The systems are currently serving both the new and (some) older portions of the building. Mr. Collins informed us that the two attic air handling units split service between animal care areas and public/administration areas. Both systems include standard filtration, employing slide in cartridge panel filters. Mr. Collins changes these on a regular, scheduled basis.

In reviewing the Construction Drawings for the 2004 addition, we found represented a different configuration and set up of the HVAC systems. Two important points about these differences should be noted. (1) The systems observed incorporate insulated, hard ducted mains with “flex” duct supply to the various registers. The drawings call for insulated hard duct throughout. (2) Mr. Collins reviewed with us two air handling units in the attic space. The drawings show a total of 3 with no indication of supply to the older portion of the building. We observed a supply trunk line to the older portion of the building. Clearly the installation of the systems varies from the designer's original intent.

HVAC design for animal shelters is one of the most important means of accomplishing disease control. Separating animal areas from public/administration areas is important, but further separation by negative pressurization is crucial. Normally these systems separate cat areas from dog areas and also create positive pressure in “healthy” areas with progressively negative pressure in the potentially and known “unhealthy” areas. This approach virtually eliminates the potential for air borne disease transmission from sick to healthy animals.

Also important to disease control is the calculated introduction of fresh, outside air along with a staged filtering system. The filtering is designed to catch large



Adoption lobby - 2004 building

particles, like animal hair/fur with progressive filtering down to HEPA and finally, with an ultraviolet chamber that kills bacteria and virus.

The existing system incorporates none of these features save for the initial filtering stage. In addition, the use of “flex” duct is not the best for keeping the system clean and so further examination of the systems is warranted to determine whether or not these important functions can be retrofitted. This will require a full analysis by a qualified mechanical engineer, well beyond the scope of this study.

## **BUILDING CONDITION CONCLUSIONS**

The 2004 “new” addition functions well as an adoption lobby, cat adoption & dog adoption quarters as well as an administrative office area. Its finishes and overall condition are adequate and fully able to support its charge. The most significant discrepancy we found is described in our HVAC comments. As we have suggested, the system should be analyzed in light of the specialized needs of animal shelters to determine the best course of action and its related cost.



Puppy adoption kennels - 2004 building

The original portion of the facility is so functionally insufficient it cannot be reconfigured to accommodate the critical spatial separations and traffic patterns inherent to proper shelter operation. We have also pointed out such renovation would be costly to the extreme both in monetary terms and to the functioning of the facility during construction. These facts should override any serious consideration of renovating its clearly dilapidated physical condition in hopes of carrying on.

Our recommendation, therefore, includes reuse of the 2004 building, demolition of the earlier structure and development of a new addition to accommodate the facility’s needs. The next phase of our study serves to determine the scope of that effort.



## PLANNING BACKGROUND

### Shelter Statistics and Trends

Bloomington Shelter statistics collected via our website [www.shelterplanners.com](http://www.shelterplanners.com) are tabulated and displayed in *Appendix A-1 through A-3 "Bloomington Animal Shelter – Statistics"*. Our observation of the relatively high percentages of Adoptions & Return to Owners (RTO) led us to request additional data to clarify trends. Laurie Ringquist provided us a 5 year comparison of shelter statistics, illustrated via bar graph in *Appendix A-4*.

Several trends are noteworthy;

1. The total number of animals served from 2006 through 2010 indicates steady decline
2. The decline applies to both dogs and cats
3. Dog adoptions display constant increase
4. Cat adoptions are steady but increasing by percentage as intakes decline
5. The rate of euthanasia is declining for both dogs and cats

Numerically, *Appendix A-2* shows a "total save rate" for dogs at 75.1% and for cats, 40.5%. Compare this to averages in North Carolina\*, for instance, where 37% of dogs and only 15% of cats are adopted or returned to owners. Bloomington is clearly operating at a high level of accomplishment.

\*North Carolina's Department of Animal Welfare requires reporting from all its shelters. We calculated the averages from information contained on their website.

This led us to discussion with Ms. Ringquist and Mr. Sauder regarding the "extended" operation and the various organizations and programs involved that contribute to the high rate of success. We include as "*Appendix I*" their diagram





of the numerous interrelated groups working together to achieve such positive results.

The trends represented by the past five years are no accident. The interaction of the various agencies, veterinarians, volunteers and the shelter staff is rapidly affecting a “No Kill” paradigm, and it is clear that Ms. Ringquist and Mr. Sauder are dedicated to achieving that goal. It is certainly within reach and a properly sized and designed shelter will be necessary to support the effort.

### **Determining Sheltering Need**

Calculating the number of companion animals in the human population is the first step in assessing the potential number that will enter the shelter. It is most difficult, however, to ***precisely*** predict the number of pets in a given population. In order to arrive at a reasonable estimate we employ a “blending method” that takes into account (1) available statistics associated with each state and (2) a “rule of thumb” method associated with national averages. We further average these to form a practical basis for our shelter sizing calculations. When accurate statistics from an existing facility are available we measure the actual data against the results of our blending method. Review of our “Animal Census Statistics” (*Appendix G*) illustrates this methodology as applied to Bloomington & Monroe County. When the existing facility’s experience falls close to the projected ranges we base our analysis on the documented figures as a means of responding to the “situation on the ground” in the local community. This will be our methodology here.



The American Veterinary Association’s “U.S. Pet Ownership & Demographics Sourcebook - 2007” identifies Indiana as one of the “higher than average” states for pet ownership. Pet owning households in Indiana are at 58.4% of the overall number of households, 1.0% higher than the national average. With the *reported* number of animals served at 3.48% of the local population (known as the



*relinquishment rate*) Bloomington & Monroe County fall into the range of what we would normally expect to see.

US Census figures show an 8.4% increase in Monroe County's population from April 1, 2000 to July 1, 2009. During the same period, Bloomington's population actually declined by 3.4%. As this data represents the most accurate available estimate of the rate of population growth, we have extrapolated and assumed a .9% annual increase in population in our future projections over 20 years to reflect the overall growth for Monroe County. Our study then assumes a population of 131,915 for 2010. (Refer to *Appendix A-1 & A-3*).

Having developed calculations of projected animals within the human population we can begin to predict a resulting number of "relinquished" animals that the proposed shelter can expect to serve. These calculations can be found in *Appendix A-1&2 "Bloomington Animal Shelter –Statistics"* and are further supported by *Appendix G – "Bloomington Animal Shelter – Animal Census Statistics"*.

Using state specific pet census data from the "U.S. Pet Ownership & Demographics Sourcebook", the *Appendix G* calculations show Monroe County should experience a percentage of animals served, relative to the human population, well within the rule of thumb 3-4% national average prediction. With the population of Bloomington/Monroe County at approximately 131,915 (2010) and the number of animals projected to be served between 5,058 and 6,743 per year, the range of *animal served rate* calculates to between 3.83% and 5.10%. *The actual percentage reported by Laurie Ringquist calculates to 3.48%*. This falls very close to the bottom of the "Sourcebook" projected range so we will use the actual relinquishment rate in our planning as it is derived from accurate shelter records. Furthermore, our "blended rate" predicts somewhat fewer animals, at both the bottom and the top end, again justifying using the actual percentage in future calculations. We assume this rate will continue. (Refer to *Appendix A-2* for calculation of actual percentage).



Shelterplanners.com - image

We pause here to note that Laurie Ringquist reports approximately 900 animals taken into the shelter from surrounding counties beyond Bloomington and Monroe County. Quick calculation yields a net animal count associated with the shelter's main service area of approximately 2.8% of the subject population. We will assume the continued practice of accepting animals from outlying areas and will therefore employ the established 3.48% as the basis of future calculations.

Our “blended approach” also predicts a 43.2% canine and 56.8% feline mix of animals served. Existing shelter statistics reveal a similar picture with the breakdown from actual numbers of 45.2% canines and 49.3% felines with 5.5% “other” species. As with the animal population statistics we will use the shelter's actual experience in our calculations. We will also focus on dogs and cats.

## PLANNING PRINCIPLES

The intent behind sound shelter planning is to develop an approach that will support a high level of animal adoptions. This is the most cost effective approach in the long run as increased rates of adoption effectively increase shelter capacity with no additional building cost. The “adoption friendly” approach seeks to develop a facility adequately sized to accommodate the projected volume of dogs and cats it will serve both initially and in the longer term; one that offers the public sufficient opportunity to visit sheltered animals in a positive environment encouraging the willingness to adopt.

No less important is the need to develop a shelter whose design contributes to the health and well being of the animals, maximizes staff efficiency and supports safety for animals, staff and the public. Proper “sizing”, however, is the first step.

The most important factor in accommodating the predicted number of *relinquished* animals is calculation of “**available animal care days**” the shelter can provide. Available animal care days = Number of kennels or cages x 365



Shelterplanners.com - image

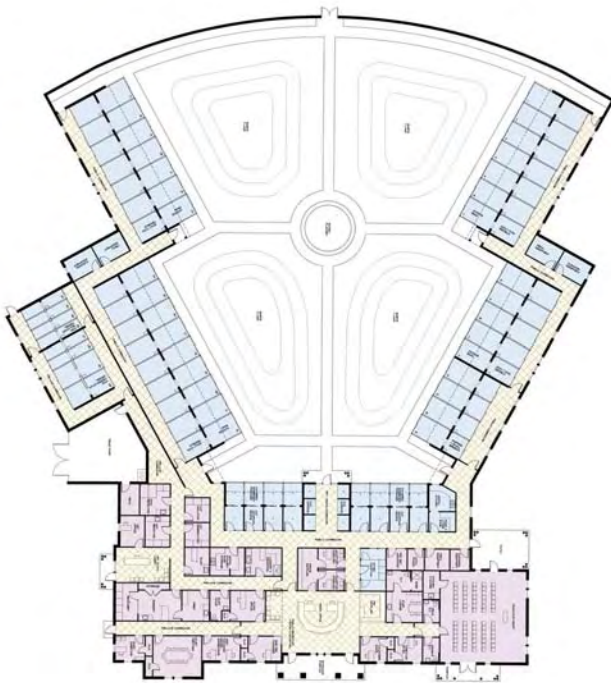
days/year. This then becomes the basis for knowing the proper number of “spots” to include in any facility.

We look at the current shelter’s statistics so as to understand our starting point. In this case, we will use figures from 2009 as the basis for our planning. We do this to accommodate somewhat of a conservative average of the declining rate of intake the shelter has experienced over the past five years.

Our “*Bloomington Animal Shelter – Statistics*” analysis (*Appendix A-1*) shows a total of 4,591 animals in year 2009. Of these the 45.2% canines amounted to 2,076, while 49.3% felines amounted to 2,264. We again note here, Bloomington’s statistics over 5 years show a continual decrease in animal intake with 2010 falling slightly short of the 2009 count.

The Bloomington Shelter currently includes 62 canine kennels and 72 cat kennels. This total of 137 “spots” multiplied by 365 days per year yields a total of 50,005 “*available animal care days*”. By calculation, the shelter is housing the animal population served (not considering “others”) for an *average* of 10.9 days for each canine and 11.6 days for each feline. Refer also to *Appendix B – “Bloomington Shelter – Existing Conditions”* for a more comprehensive view of these statistics.

Further analysis in *Appendix A-2* compares Bloomington’s “Return to Owner” (RTO), Adoption and Euthanasia rates for both canines and felines to ranges of average rates observed in other shelters within both the North Carolina statistics and on a national basis. As previously discussed, Bloomington’s current facility statistics generate significantly higher than average numbers in the combination of return to owner (RTO), adoption and transfer for canines at 75.1%. At 40.5%, the rate for felines is far closer to the averages but at the upper end. With the resulting canine euthanasia rate at 18.1% and the feline rate at 53.8% the overall performance is excellent given the capacity and condition of the existing building.



Shelterplanners.com - image

## PRELIMINARY SHELTER SIZING

**LOS (length of stay) is the predominant predictor of shelter size.** This relates directly to *available animal care days* in that each kennel or cage provides 365. So,  $LOS = \text{one animal in a kennel or cage} \times \text{the number of days sheltered}$ .

An average LOS of ten (10) days for both canines and felines represents the ***absolute minimum***, allowing sufficient exposure to the public to effectively encourage higher return to owner (RTO) and adoption rates while simultaneously reducing the rate of euthanasia. At 10.9 days LOS for canines and 11.6 days for felines the current shelter's performance in terms of RTO/adoption is solid and certainly well above minimums.

In response to our online questionnaire, Ms. Ringquist listed the “optimal” length of stay for dogs at 10 days and for cats, 17 days. ***Optimal length of stay = minimum LOS necessary to achieve desired rates of adoption/RTO.*** In our experience, Laurie's represents a typical response. It is far more difficult to find permanent homes for cats than for dogs and shelter managers often respond to this fact by requesting longer LOS for cats, often twice that for dogs. Given the established trends over the past five years and the positive results as seen in the shelter's adoption/RTO rates, we will use her “optimal LOS” in our calculations to look at the resulting prediction of shelter size. We will then present calculations that examine the effects of population growth on LOS over a period of 20 years to see if adjustments are warranted.



Shelterplanners.com - image

We note here that these initial sizing calculations anticipate the basic shelter necessary to accommodate the number of animals projected, providing adequate “housing” and necessary administrative and animal support functions. Special functions such as covered sally ports, space for spay/neuter and veterinary clinics or the Monroe County Humane Association will add to the square footage.



The impact of such additional spaces on shelter size will be considered in the building programming portion of the study.

Using our proprietary “calculator”, developed to analyze and assist in shelter sizing we perform, in *Appendix C - “Bloomington Animal Shelter – Calculations Based on Existing Length of Stay (LOS)”*, an analysis of projected size and cost of a shelter required to accommodate the 10.9 day LOS for dogs and 11.6 days for cats currently supported by the existing facility. Given current statistics, the shelter *should be* 11,450 square feet in size. This is approximately 12% more than the nearly 10,240 square feet of *dedicated shelter space* in the existing facility, providing some insight into its constricted nature previously discussed. Assuming demolition of the “old” facility and re-use of the 2004 addition, this would require new construction of 6,828 square feet at a projected cost between \$1,194,900 and \$1,365,600 assuming reuse of the 2004 building. The calculated cost range assumes the cost of the new addition but not the cost of demolition. This, however, fails to accommodate the shelter’s “optimal LOS” needs.

With the caveat that we will not reduce the current number of spaces for either species we propose for our future planning the “optimum” 10 day LOS for canines (10.9 to retain current LOS) and 17 for felines. We can see in *Appendix D - “Bloomington Animal Shelter – Sizing Based on Desired LOS”*, the projected shelter size and cost if we adopt these LOS figures. This projects the need for a total shelter of some 13,490 square feet with a new addition of 8,868 square feet costing between \$1,551,900 and 1,773,600. The total project is 20% larger than the existing facility.

The next step is to look at the effect of time on LOS over the next two decades to determine if this projected shelter size will accommodate future needs.

*Appendix E* illustrates the effects of population in 2020, if we build in 2011 the total of 168 spots, matching the optimal LOS for both canines and felines. We see that the LOS has dropped for canines to 10 days and for felines, 15.6. With



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the reasonable assumption the shelter will continue its progression of the past five years the combination of a drop in total numbers of animals served along with continued increases in adoption & RTO will likely offset the projected LOS loss projected to occur in 2020.

*Appendix F* calculates the scenario in 2030. We see the projected LOS for dogs has now declined to 9.1 days and for cats to 14.3. This represents a further downward potential in LOS that, again may be overcome by continued efforts on all fronts; to provide foster care, increase RTO & adoptions, aggressive spay/neuter and engagement with rescue groups etc. but this further decrease warrants additional investigation.

Because we will be connecting to the existing 2004 building the available direction for expansion is limited to the west. Given the limited buildable area of available it is wise to consider increasing the initial LOS so that minimums aren't met until 2030. Doing so will provide additional initial capacity to assure the shelter can accommodate the community's needs well into the future without the need for further additions. *Appendix F2* illustrates this approach by adding 6 to the dog "spots" and 20 to the cats. By straight calculation, this establishes the initial LOS for dogs and cats at 12 and 20.3 respectively. We are now assured there will be sufficient capacity for over 20 years.

We recommend adopting this strategy in order to fully anticipate the community's future sheltering needs and to provide some "insurance" that the current, positive statistical trends will continue. This fully supports the No Kill paradigm, which provides the only real potential of achieving "stasis" over the long term.

When we develop the initial building program for a shelter we include and size the support spaces to accommodate a reasonable range of dog and cat kennels. While the addition of 6 spaces for dogs and 20 for cats will directly increase the square footage of the program, no additional space needs to be added to the remainder of the program so the total will likely fall short of that shown in *F2*.



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Keep in mind this represents a preliminary sizing method. More accurate analysis involves the development of a detailed building program. Our discussions with Ms. Ringquist and Mr. Sauder revealed the desire to provide appropriate levels of animal housing, solid support functions for both the animals served and staff in order to promote efficiency. They specifically requested the inclusion of a space close to the stray canine area to perform temperament assessments. They also believe an enclosed sally port for ACO vehicles and animal handling for safety and separation from the public intake lobby is justified. Finally, space for the Monroe County Humane Association needs to be included.

We will take these issues into consideration in developing the building program. Before we do, however, we need to provide an overview of important considerations so as to set the stage for development of an addition that augments the adoption portion of the building that will remain.

## GENERAL BUILDING FEATURES



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Shelter design is critically important to achieving long term success. Newly developed animal shelters are highly specialized buildings designed to support sheltered animals in the healthiest possible environment. They are built more like modern retail/medical space than past shelters that resembled a more institutional, “warehouse” model.

From a human perspective, the impression, beginning with the exterior architecture, carrying through to all areas of the interior, must provide a sense of comfort and welcome. The shelter should be an inviting, low stress environment that promotes a sense of well-being, light and airy - one that “presents” the animals in an attractive manner encouraging their adoption.



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With this initial “vision” in mind, a state of the art animal shelter facility should include seven primary functions:

1. Public reception and sales of basic pet care needs for adopted animals
  2. Administrative areas including private offices for staff and Animal Control Officers when based at the shelter as they are at the Bloomington Shelter.
  3. Public education provisions such as classroom or multi-function meeting/training room or rooms (as requested)
  4. Animal receiving, including separate examination and grooming functions.
  5. Animal kennels for adoption and strays.
  6. Animal kennels for quarantine and routine observation.
- Clinic space(s) for shelter animal care, euthanasia, emergencies and spay/neuter programs (when included). This area can become a fully equipped veterinary clinic/hospital if so desired.

In addition, there are a number of critical design considerations which must be incorporated in order for the shelter to be a success. These include how animals are received and housed, how the building is cleaned and disinfected, how heat, ventilation and air exchange are provided, how sound is controlled and how public circulation and staff work traffic patterns are organized. Several specific decisions must be addressed:



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1. **Kennel Layout** – Proper housing in kennels requires the ability to move dogs from one “side” of a kennel run to a similar separate & distinct area, similar to the existing kennels in the Bloomington Shelter. This affords easy, rapid cleaning and also offers the opportunity to provide the animals with both the comforts of a protected indoor environment and an “outdoor”, fresh air experience when temperatures are not severe. We recommend continuing with “double” sided kennels of indoor and outdoor runs with communicating access. It is also important to arrange the kennels so that dogs do not face each other as they do in the current “stray” kennel in the 1970’s building. Such an arrangement contributes to excessive barking and higher than safe resulting decibel levels.





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2. **Kennel Function** – A decision regarding single or joint occupancy of each kennel run must be made. While joint occupancy might appear to provide the ability to house more animals in less space, there are some drawbacks including less separation to prevent spread of disease and reduced ability for staff to manage the animals. We recommend building sufficient numbers of kennel runs to house animals independent of each other, however, there may be a need to provide for some larger kennels to support litters and also for dogs that arrive at the shelter who are used to each other's company. We suggest the inclusion of some larger kennels to accommodate these stated needs. Kennels must also be sized to provide dogs with adequate space for normal movement including; standing, sitting, turning and lying down without restriction from the kennel top or sides.

3. **Cat Quarters** – While the most disease preventive tactic is to house cats in individual cages or “condos” with individual return air for each cage, the use of cat community display areas can greatly increase cat adoption. The current approach at the Bloomington Shelter of displaying cats in “colony” rooms appears to be working well and confirms this latter point. We will seek to provide individual cages in the holding and observation areas to be included in the new addition. Separating sick from well cats will also be imperative.



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4. **Puppy Areas** – Puppies and/or small breeds should be housed separately from the adult dogs for disease control. We recommend floor level indoor “runs” rather than stacked cages where “wiggling” puppies can accidentally fall to the floor below suffering possible injury. We believe some accommodation in the intake and animal treatment/support area of the new addition should be configured to accommodate puppies & small breeds in this manner.
5. **Equipment and Support** - Shelters today are planned to include flushing floor drains, air purification systems, noise control systems and long lasting, easily cleaned and disinfected wall and floor finishes. These items are essential for



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hygienic and efficient operation. In particular, we recommend individual floor drains for each kennel run, both interior and exterior, to assure complete separation of waste water from one run to another.

With this conceptual basis and the information provided by Ms. Ringquist & Mr. Sauder we can develop an initial building program based on the number of “spots” predicted in our Preliminary Sizing Analysis and the necessary spaces required to properly support them.

Also important to our analysis are the number of shelter staff. The attached staffing diagram (Appendix H) reveals the following:

- |  |                            |
|--|----------------------------|
| • 1 Director                             | Office required (Existing) |
| • 1 Shelter Manager                      | Office required (Existing) |
| • 1 Volunteer Coordinator                | Office required (Existing) |
| • 1 Behavior Consultant/Outreach         | Office required (Existing) |
| • 9 Kennel Staff                         | No Office required         |
| • 4 Animal Control Officers              | Office required            |
| • Multiple Volunteers (5-10 at any time) | Gathering space required   |

A new staff break room and a new volunteer break room will be included to provide those without assigned office space an opportunity to store their personal belongings, take breaks or simply meet in a quiet, relaxed atmosphere. These areas should have access to natural light and the outdoors.

In order to provide a complete listing of spaces we will include those existing (in the 2004 building) so that the building program is fully related to our 7 essential functions previously discussed. Our analysis of costs will relate to both demolition and new construction of the proposed addition, assuming that the cost of reworking the 2004 HVAC system will be better determined by further examination and that any renovation to the existing building would be minor.



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To be clear, we are using the adjusted building size as outlined in *Appendix F2* with the understanding that doing so represents the optimum response to the anticipated numbers of animals potentially entering the shelter by 2030. Budget constraints may require phasing and the impact of that decision can be accommodated in the design phase of the project. We also note that this is a suggested space model that will require further analysis as schematic design progresses. Our proposed, initial building program follows:

## **BLOOMINGTON SHELTER - INITIAL BUILDING PROGRAM**

### **Accommodated in the Existing 2004 Building**

#### **Public Reception and Sales**

##### **Adoption Lobby**

Vestibule	72 SF
Lobby/Gathering	552 SF
Reception	190 SF
Public Toilets	90 SF
Sub Total	<u>904 SF</u>

#### **Public Education**

Community Education & Training Room	333 SF
-------------------------------------	--------

#### **Administration**

##### **Administrative Areas**

Shelter Director's Office	192 SF
Shelter Manager's Office	182 SF

Volunteer Director's Office	78 SF
Education Director's Office	78 SF
Staff Break Room w/ Kitchenette	<u>136 SF</u>
Sub Total	666 SF

## **Animal Care**

### **Animal Kennel Areas**

Dog Adoption Kennels	
13 – 4' x 14' - Indoor/Outdoor	728 SF
1 - 8' x 12' - Indoor/Outdoor	96 SF
3 – 4' x 4' Small Breed/Puppies	48 SF
Cat Adoption	
Cat/Kitten colony rooms	<u>360 SF</u>
Sub Total	1,232 SF

### **Animal Support Areas**

Dog Acquainting Room	96 SF
Food Preparation & Laundry	110 SF
Supplies/Storage	<u>70 SF</u>
Sub Total	482 SF

Total Existing Program	3,617 SF
Add Circulation + Walls	<u>1,005 SF</u>
<b>Total Area of Exiting 2004 Building</b>	<b>4,622 SF</b>



## Accommodated in Proposed Addition

### Public Reception

#### Relinquishment Lobby

Lobby/Reception/Waiting	400 SF
Public Restrooms	<u>125 SF</u>
Sub Total	525 SF

#### Administration

Animal Control Office	200 SF
Volunteers Break Room	150 SF
Staff Break Room	150 SF
Staff Toilet/Shower	120 SF
Treatment Area Office	120 SF
Temperament Assessment/Multi Purpose Room	<u>200 SF</u>
Sub Total	940 SF

### Animal Care

#### Animal Kennel Areas (non-adoption)

Adult Male Dog Holding Kennels	
17 – 5' x 11' - Indoor/Outdoor	935 SF
2 - 7.5' x 11' - Indoor/Outdoor (Large)	165 SF
Adult Female Holding Kennels	
17 – 5' x 11' - Indoor/Outdoor	935 SF
2 - 7.5' x 11' - Indoor/Outdoor (Large)	165 SF
Dog Isolation Kennels – 4 (4x11 I/O)	176 SF
Dog Observation Kennels – 8 (4 x 11 I/O)	352 SF
Dog Receiving – 3 (4 x 4)	48 SF
Cat Holding & Stray – 48 cages	816 SF
Cat Observation – 9 cages	108 SF

Cat Isolation – 6 Cages	72 SF
Feral Cats - 4 Cages	48 SF
Cat Receiving – 3 Cages	36 SF
Small Exotic Animals – 6 cages	<u>72 SF</u>
Sub Total	3,928 SF

### **Animal Treatment & Support Areas**

Animal Receiving (nic 2 holding runs/3 cages)	150 SF
Exam/Treatment	120 SF
Euthanasia	100 SF
Walk-In Freezer	50 SF
Grooming	150 SF
Laundry	150 SF
Animal Kitchen/Preparation – 2 @ 100 SF ea.	200 SF
General Animal Food Storage	150 SF
Bowl Cleaning/Disinfecting	75 SF
Cat Litter Box Cleaning	75 SF
Janitor + Cleaning Equipment	100 SF
Data Server Equipment	50 SF
Supplies/Storage/Mechanical	<u>150 SF</u>
Sub Total	1,520 SF

Total Net Square Footage 6,913 SF

Grossing factor for Circulation & Walls @ .40 2,765 SF

**Total Recommended Shelter Square Footage 9,678 SF**

We note this is 1,080 square feet less than our sizing calculation in *Appendix F2*.

In order to accommodate the Monroe County Humane Association and the ACO sally port we need to add the following:

**Desired Additional Support Areas\***

Monroe County Humane Association Office		
Reception/Waiting		150 SF
3 Staff Offices – 100 SF each		300 SF
1 Multi-Purpose Room		200 SF
Storage		<u>100 SF</u>
	Sub Total	750 SF
Grossing factor for Circulation & Walls @ .25		<u>190 SF</u>
	Sub Total	940 SF
Garage – Sally Port		
		<u>480 SF</u>
	Sub Total	1,420 SF

**Total Square Footage w/ "Desired Additions"      11,098 SF**

\*This space is not considered part of the "core" shelter functions.

**BLOOMINGTON SHELTER ADDITION-PROJECTED CONSTRUCTION COST**

Our recent experience with the cost of construction for shelters of this scope suggests we should attach a planning budget of between \$175 to \$200 per square foot, including site work and the built-in equipment (cat cages, kenneling, automatic watering etc.). We have developed a detailed breakdown of assigned costs by percentage obtained from actual schedules of values from shelters we have bid and constructed. Refer to *Appendix J* attached to review the results as applied to the proposed program for Bloomington. Based on our analysis we project direct construction costs of between \$1,942,150 and \$2,219,600 for the

complete project including the sally port and space for the Monroe County Humane Association. We believe an additional \$50,000 should be allocated for demolition of the original building.

Based on bid history, we generally break the costs down as follows, with the understanding they vary somewhat from project to project:

Demolition	Allow	\$ 50,000	\$ 50,000
Site Work	16%	\$ 310,744	to \$ 355,136
General Building	<u>84%</u>	<u>\$1,631,406</u>	to <u>\$1,864,464</u>
Anticipated Totals	100%	<b>\$1,992,150</b>	to <b>\$2,269,600</b>

Within the General Building Category, we find the following breakdown:

General Construction	60%	\$ 978,844	to \$1,118,678
HVAC	24%	\$ 391,537	to \$ 447,472
Plumbing	9%	\$ 146,827	to \$ 167,802
Electrical	<u>7%</u>	<u>\$ 114,198</u>	to <u>\$ 130,512</u>
Totals	100%	\$1,631,406	to \$ 1,864,464

There should be a planned contingency allowance of +/-5% to account for potentially unforeseen items, usually associated with site work, and in this case, demolition. This adds between \$100,000 and \$115,000 to the planning budget.

We therefore project that Bloomington should anticipate a preliminary construction budget, including contingency, of between **\$2,100,000** and



**\$2,400,000.** In addition, architectural and engineering fees for a project of this size and scope should add approximately 10% to the overall cost.

## **FROM PROGRAM TO BUILDING PLAN**

During the actual building planning this initial program may require adjustment to properly accommodate the shelter's needs. Ms. Ringquist and Mr. Sauder, along with key staff members should be integrally involved in program review and should have direct input into the details of the building layout. Their attention during the initial design process will affect the final sizing and juxtaposition of the building's spaces and may lead to either somewhat more or less total square footage.

The importance of a carefully designed plan cannot be overestimated as the functional relationships and final layout of each space will impact proper integration of circulation paths and shelter utility. As we have seen with the impossible traffic patterns and resulting conflicts in the "old" portion of the existing facility the impact of poor planning is significant and can undermine the overall mission of the shelter. Suggesting solutions is well beyond our scope here, but processes like intake/triage/isolation and observation for incoming animals, or normal daily movements from adoption/stray kennels to medical treatment or (separate) grooming, for instance, will drive the circulation patterns and layout thus assuring an all important efficient and healthy shelter operation.



## **CONCLUSION**

The Bloomington Animal Care and Control Shelter, in association with the several animal care interest groups that are currently providing support, has nearly every piece of the puzzle required to bring Bloomington and Monroe County to the status of a "No Kill Community", most certainly a worthwhile goal. What is currently lacking is a solid physical plant to adequately serve as the central, supportive core of the effort.

Our analysis and projections suggest an addition that will enable the shelter staff to work more efficiently and thus spend more time in support of the adoption/RTO effort, crucial to actualizing the No Kill paradigm. Development of an efficient, state of the art structure supporting the already well established administration and adoption functions should accelerate the process.

While architectural design is beyond the scope of this study we can provide some insight that may be helpful in approaching the difficult problem of maintaining the current operation during construction. Observation at the site along with analysis of a site plat suggests there is sufficient room to build some of the support space considered in our building program beyond the end of the “old kennels”, likely including intake, treatment, crucial isolation and observation dog and cat kennels and a new sally port and offices for the Animal Control Officers.

Once this space is available for occupancy the existing kennels and the remainder of the “old” structure can be removed and replaced by the holding kennels for both dogs and cats, the Monroe County Humane Association space a generous link to the adoption/administration portion of the complex etc. In this way the ongoing operation would be short of capacity (but not function) for a minimal length of time. When completed the shelter will resume its normal level of operation with greater efficiency and comfort for animals, staff and the public.



We are including a diagrammatic view of this concept superimposed over a site plan. Refer to the 11” x 17” Figure 8. While there may certainly be other workable concepts, this phased approach appears to provide a viable means of keeping the operation of the shelter going with minimum disruption to capacity.

Finally, unlike the difficult and uncertain task of attempting to revive the 1970’s structure, the construction of a new addition will be certain to fit within Bloomington’s mandate for LEED certification and the desired 10 year investment payback.

	Population	Population	Households
Population projection 2010* - Bloomington & Monroe County		131,915	51,306
Population projection 2020*		144,280	56,115
Population projection 2030*		157,803	61,375

\*Population increases projected @ 1.009%/year per US Census 2000-2006 estimate basis

### Responses to Statistical Questionnaire

1. Organization Name	Bloomington In	
2. Are your answers from 1 year or 3 years averaged?	(% of Total)	1
3. How many animals per year does your shelter serve ?		<b>4,591</b>
4. How many total kennel runs do you have?		<b>62</b>
5. How many total feline cages and/or "spots" do you have?		<b>72</b>
6. How many canines did you serve?	<b>45.2%</b>	<b>2,076</b>
7. How many felines did you serve?	<b>49.3%</b>	<b>2,264</b>
8. How many "other" small animals did you serve?	5.5%	251
9. How many "other" large animals did you serve?	0.0%	0
10. How many canines were "returned to owners" (RTO)	<b>18.0%</b>	<b>373</b>
11. How many felines were "returned to owners" (RTO)?	<b>3.3%</b>	<b>74</b>
12. How many canines were adopted?	<b>46.1%</b>	<b>957</b>
13. How many felines were adopted?	<b>36.0%</b>	<b>814</b>
14. How many canines were transferred to other facilities?	<b>11.1%</b>	<b>230</b>
15. How many felines were transferred to other facilities?	<b>1.3%</b>	<b>30</b>
16. How many canines were you forced to euthanize?	<b>18.1%</b>	<b>376</b>
17. How many felines were you forced to euthanize?	<b>53.8%</b>	<b>1,217</b>
18. How many days do you consider to be the optimum length of stay for canines?		<b>10</b>
19. How many days do you consider to be the optimum length of stay for felines?		<b>17</b>
Existing canine LOS	<b>10.9 Days</b>	
Existing feline LOS	<b>11.6 Days</b>	

**Comparison of Bloomington experience to National Averages**

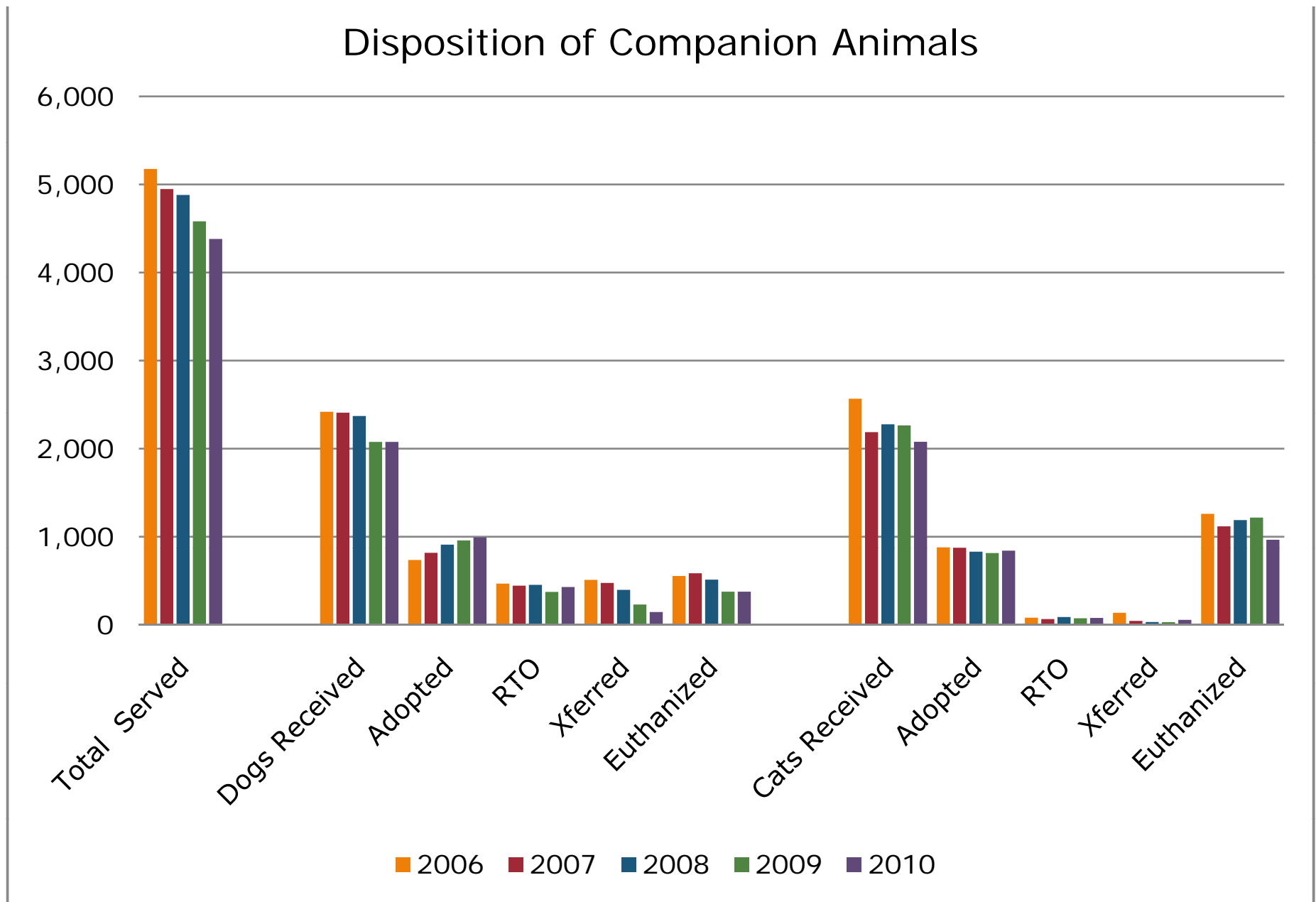
	Bloomington %	Averages	
2009 Percentage of Relinquished Animals by population	3.48%	3-4%	
2009 Percentage of Relinquished Animals by Households	3.48%	Pop/HHx.3889	
Note: Shelter Director Laurie Ringquist reports approximately 900 animals/year from other counties	2.80%	Monroe Co. %	
Canines	45.2%	55%	
Felines	49.3%	45%	
			Total % Saved
Canines RTO	18.0%	20-30%	
Canines Adopted	46.1%	40-60%	
Canines Euthanized	18.1%	10-40%	
Canines Transferred	11.1%	N/A	75.1%
Felines RTO	3.3%	10-20%	
Felines Adopted	36.0%	10-40%	
Felines Euthanized	53.8%	40-80%	
Felines Transferred	1.3%	N/A	40.5%



## Monroe Co. Population Projections

Households	Year	Population
50,848	2009	130,738
51,306	2010	131,915
51,768	2011	133,102
52,234	2012	134,300
52,704	2013	135,508
53,178	2014	136,728
53,657	2015	137,959
54,140	2016	139,200
54,627	2017	140,453
55,118	2018	141,717
55,615	2019	142,993
56,115	2020	144,280
56,620	2021	145,578
57,130	2022	146,888
57,644	2023	148,210
58,163	2024	149,544
58,686	2025	150,890
59,214	2026	152,248
59,747	2027	153,618
60,285	2028	155,001
60,827	2029	156,396
61,375	2030	157,803

Data derived from:  
U.S Census Bureau  
State & County Quickfacts



**Bloomington Animal Shelter - Existing Conditions**

Year	Population Census Est.	Animals 3.48%	Canines 45.2%	Felines 49.3%	Others 5.47%
<b>2010</b>	<b>131,915</b>	<b>4,591</b>	<b>2,076</b>	<b>2,264</b>	<b>251</b>
2020	144,280	5,021	2,271	2,476	
2030	157,803	5,492	2,483	2,708	

**Anticipated Shelter  
Statistics**

	Spaces Available	Canines 46.3%	Felines 53.7%
Programmed Spaces	<b>134</b>	62	72
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		22,630	26,280

**Length of Stay Calculations  
Based on 2008 Census Data**

@ 3.48% of Populaton	2,076	2,264
Available Length of Stay (LOS)	<b>10.9</b>	<b>11.6</b>

**Bloomington Animal Shelter - Sizing Based on Existing LOS**

Year	Population Census Est.	Animals 3.48%	Canines 45.2%	Felines 49.3%	Others 5.47%
<b>2010</b>	<b>131,915</b>	<b>4,591</b>	<b>2,076</b>	<b>2,264</b>	<b>251</b>
2020	144,280	5,021	2,271	2,476	
2030	157,803	5,492	2,483	2,708	

**Anticipated Shelter  
Statistics**

	Spaces Available	Canines 46.3%	Felines 53.7%
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Available Animal Care Days (Shelter Capacity)		22,630	26,280

**Length of Stay Calculations  
Based on 2010 Census Data**

@ 3.48% of Populaton	<b>2,076</b>	<b>2,264</b>
Available Length of Stay (LOS)	<b>10.9</b>	<b>11.6</b>

**Rule of Thumb Shelter Sizing**

Animals	SF/Animal	Total SF
62	115	7,130
72	60	4,320
Projected Shelter Size		11,450
Less Existing TB Saved		4,622
New Construction Req'd		6,828

**Construction Cost Calculation**

SF	Cost/SF	Est. Cost
6,828	\$ 175	\$ 1,194,900
6,828	\$ 200	\$ 1,365,600



**Bloomington Animal Shelter - Sizing Based on Desired LOS**

Year	Population Census Est.	Animals 3.48%	Canines 45.2%	Felines 49.3%	Others 5.47%
<b>2010</b>	<b>131,915</b>	<b>4,591</b>	<b>2,076</b>	<b>2,264</b>	<b>251</b>
2020	144,280	5,021	2,271	2,476	
2030	157,803	5,492	2,483	2,708	

**Anticipated Shelter  
Statistics**

	Spaces Available	Canines By LOS	Felines By LOS
Programmed Spaces	<b>168</b>	62	106
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		22,630	38,690

**Length of Stay Calculations  
Based on 2008 Census Data**

@ 3.48% of Populaton	<b>2,076</b>	<b>2,264</b>
Available Length of Stay (LOS)	<b>10.9</b>	<b>17.1</b>

**Rule of Thumb Shelter Sizing**

Animals	SF/Animal	Total SF
62	115	7,130
106	60	6,360
Projected Shelter Size		13,490
Less Existing TB Saved		4,622
New Construction Req'd		8,868

**Construction Cost Calculation**

SF	Cost/SF	Est. Cost
8,868	\$ 175	\$ 1,551,900
8,868	\$ 200	\$ 1,773,600

**Bloomington Animal Shelter - 10 Year Projection to 2020**

Year	Population Census Est.	Animals 3.48%	Canines 45.2%	Felines 49.3%
2010	131,915	4,591	2,076	2,264
<b>2020</b>	<b>144,280</b>	<b>5,021</b>	<b>2,271</b>	<b>2,476</b>
2030	157,803	5,492	2,483	2,708

<b>Anticipated Shelter Statistics</b>	Spaces Available	Canines 36.9%	Felines 63.1%
Programmed Spaces	<b>168</b>	62	106
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		22,630	38,690

**Length of Stay Calculations  
Based on 2008 Census Data**

@ 3.48% of Populaton	<b>2,271</b>	<b>2,476</b>
Available Length of Stay (LOS)	<b>10.0</b>	<b>15.6</b>

**Rule of Thumb Shelter Sizing**

Animals	SF/Animal	Total SF
62	115	7,130
106	60	6,360
Projected Shelter Size		13,490
Less Existing TB Saved		4,622
New Construction Req'd		8,868

**Construction Cost Calculation**

SF	Cost/SF	Est. Cost
8,868	\$ 175	\$ 1,551,900
8,868	\$ 200	\$ 1,773,600

**Bloomington Animal Shelter - 20 Year Projection to 2030**

Year	Population Census Est.	Animals 3.48%	Canines 45.2%	Felines 49.3%
2010	131,915	4,591	2,076	2,264
2020	144,280	5,021	2,271	2,476
<b>2030</b>	<b>157,803</b>	<b>5,492</b>	<b>2,483</b>	<b>2,708</b>

<b>Anticipated Shelter Statistics</b>	Spaces Available	Canines 36.9%	Felines 63.1%
Programmed Spaces	<b>168</b>	62	106
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		22,630	38,690

**Length of Stay Calculations  
Based on 2008 Census Data**

@ 3.48% of Populaton	2,483	2,708
Available Length of Stay (LOS)	<b>9.1</b>	<b>14.3</b>

**Rule of Thumb Shelter Sizing**

Animals	SF/Animal	Total SF
62	115	7,130
106	60	6,360
Projected Shelter Size		13,490
Less Existing TB Saved		4,622
New Construction Req'd		8,868

**Construction Cost Calculation**

SF	Cost/SF	Est. Cost
8,868	\$ 175	\$ 1,551,900
8,868	\$ 200	\$ 1,773,600

**Bloomington Animal Shelter - 20 Year Projection to 2030 - Optimal LOS**

Year	Population Census Est.	Animals 3.48%	Canines 45.2%	Felines 49.3%
2010	131,915	4,591	2,076	2,264
2020	144,280	5,021	2,271	2,476
<b>2030</b>	<b>157,803</b>	<b>5,492</b>	<b>2,483</b>	<b>2,708</b>

<b>Anticipated Shelter Statistics</b>	Spaces Available	Canines 35.1%	Felines 64.9%
Programmed Spaces	<b>194</b>	68	126
Days/Year		365	365
Available Animal Care Days (Shelter Capacity)		24,820	45,990

**Length of Stay Calculations  
Based on 2008 Census Data**

@ 3.48% of Populaton	<b>2,483</b>	<b>2,708</b>
Available Length of Stay (LOS)	<b>10.0</b>	<b>17.0</b>

These figures provide "optimal LOS" in year 2030  
and are the basis for the study's building program

**Rule of Thumb Shelter Sizing**

Animals	SF/Animal	Total SF
68	115	7,820
126	60	7,560
Projected Shelter Size		15,380
Less Existing TB Saved		4,622
New Construction Req'd		10,758

**Construction Cost Calculation**

SF	Cost/SF	Est. Cost
10,758	\$ 175	\$ 1,882,650
10,758	\$ 200	\$ 2,151,600



**Range of Relinquished Animals based on Human Population "Rule of Thumb" method**

2010 Census	<b>3.48%</b> Reported Rate	3% Rate	4% Rate
131,915	<b>4,591</b> *	3,957	5,277

**Range of Relinquished Animals based on Households**

Household and Owner Statistics derived from "U.S. Pet Ownership and Demographics Sourcebook", 2007 Ed.

Mean Households (.388934 x Pop.)	% Dog Owners	<b>Dog</b> Households	Mean # /Household	<b>Dog</b> Population	3% /.388934 Relinquishment	4%/.388934 Relinquishment
51,306	36.8	18,881	1.5	28,321	2,185	2,913

Mean Households	% Cat Owners	<b>Cat</b> Households	Mean # /Household	<b>Cat</b> Population		
51,306	33	16,931	2.2	37,248	2,873	3,831
				Totals	5,058	6,743

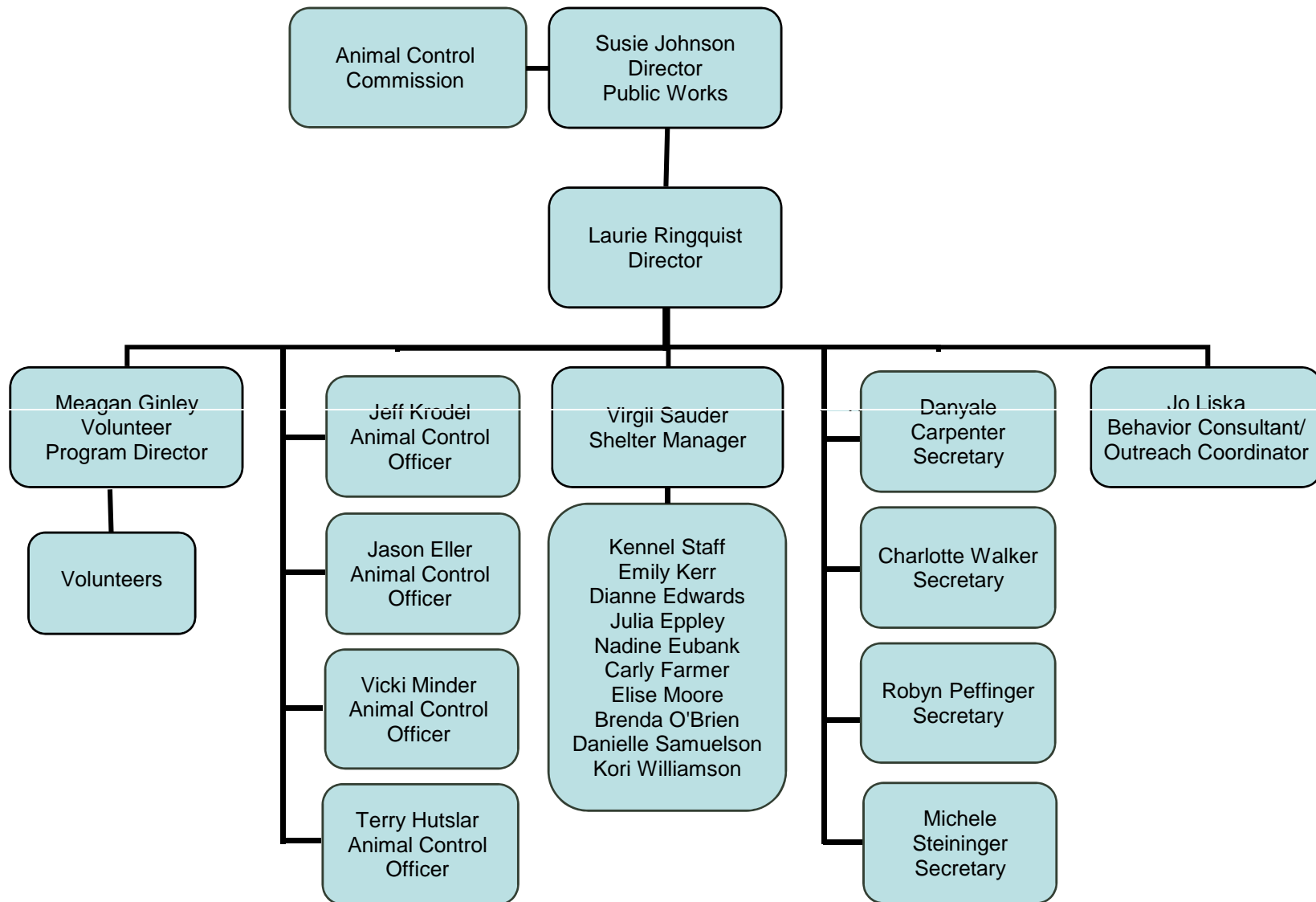
**Calculated Average for use in projecting Shelter Sizing Calculations**      **4,508**      **6,010**

**Calculated Dog & Cat Percentages of the Whole**

Canines	<b>43.2%</b>
Felines	<b>56.8%</b>

Note: Accurately predicting the precise animal population is difficult. The "U.S. Pet Ownership and Demographics Sourcebook" is an excellent basis, and we compare its state by state numbers against National Averages to settle on a blended count. This "average" becomes the basis for our Shelter Sizing Calculations.

\* Note: Shelter Director Laurie Ringquist reports approximately 900 animals per year from other counties. Actual Monroe County % then = +/-2.8%

**ANIMAL CARE AND CONTROL**

Monroe County Humane Association (MCHA) – 501(c)3 housed in our bldg; provides education programs in schools, low-income spay/neuter assistance, fundraising on behalf of shelter, lobbies for legislative initiatives at state & local level.

Feral Cat Friends – TNR provider under agreement with City; all feral cat service calls referred to them

Media – positive relationships with local newspaper & radio stations to get message out.

Pets Alive Spay/Neuter Clinic: low cost/high volume clinic serving region; does s/n surgeries on majority of shelter animals prior to adoption.

Town & Country Vet Clinic: full service vet who does 1/5 of our s/n surgeries at low-cost; also sees vet emergencies for shelter animals.

Pet House calls and Bloomington Cat Hospital: 2 different vets who each visit the shelter once per week to see non-emergency cases.

Monroe County Animal Management – 2 officers report to Sheriff but bring all animals to shelter; interlocal agreement requires they pay a percent of shelter expenses.

## **City of Bloomington Animal Care & Control**

City Animal Control Commission/County Animal Management Commission – citizen committees appt by elected officials to hear appeals, declare dangerous dogs, act in an advisory capacity.

HSUS Indiana Rep – often calls on us to assist with puppy mill and dog fighting busts. We assist with manpower and housing animals.

Breed Rescue Groups – contacted as needed to pull dogs and cats from shelter.

Other Shelters – surrounding counties refer their citizens to us and/or ask us for assistance (either pulling animals from them or providing advice/copies of materials, etc.)

Canine Express – private transport program moving dogs from shelters in Indiana to shelters in the northeast on a monthly basis. We send 3-10 dogs per month on this transport.

IN Alliance of Animal Control & Welfare Org – statewide org of which we are a member and LR is on board.

Other vets, pet stores, trainers, local businesses, boarding facilities – we have the support of and receive donations or discounted services from several of these. Several have helped with adoption promotions (i.e. Pizza for Pets).

Animal Shelter Addition  
Schedule of Value Estimates

Estimated Size (S.F.):	<b>11,098</b>	Total Est. Cost:	
Cost per S.F. (Low):	<b>\$175.00</b>	<b>\$1,942,150.00</b>	NIC 5% Contingency
Cost per S.F. (High):	<b>\$200.00</b>	<b>\$2,219,600.00</b>	Or Demonlition
Description of Work	% of Total	Item Cost (Low)	Item Cost (High)
<b>Demolition Allowance</b>	<b>N/A</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
General Conditions	4.438%	\$86,198.27	\$98,512.31
Survey	0.163%	\$3,165.43	\$3,617.63
Allowance: Job Sign	0.025%	\$483.27	\$552.31
Allowance: Road Sign	0.199%	\$3,866.17	\$4,418.48
Allowance: Refrigerators	0.119%	\$2,319.70	\$2,651.09
Allowance: Dishwashers	0.075%	\$1,449.82	\$1,656.93
Allowance: Microwaves	0.030%	\$579.93	\$662.77
Allowance: Contingency	0.249%	\$4,832.72	\$5,523.10
Site Utilities	1.314%	\$25,516.74	\$29,161.99
Paving	3.050%	\$59,244.28	\$67,707.74
Grading/Storm Drain/Erosion	3.497%	\$67,919.00	\$77,621.72
Landscaping	0.910%	\$17,679.04	\$20,204.62
Soil Poisoning	0.031%	\$608.92	\$695.91
Fencing	1.126%	\$21,873.84	\$24,998.68
Curb & Gutter	1.399%	\$27,164.70	\$31,045.37
Concrete Slab	3.981%	\$77,323.47	\$88,369.68
Exterior Concrete	1.280%	\$24,863.36	\$28,415.27
Masonry	4.567%	\$88,695.82	\$101,366.65
Clean Masonry	0.274%	\$5,315.99	\$6,075.42
Bollards/Steel Ladder	0.177%	\$3,430.26	\$3,920.30
Framing	6.760%	\$131,298.15	\$150,055.03
Millwork	0.547%	\$10,631.98	\$12,150.83
Hardi Trim	1.965%	\$38,159.13	\$43,610.44
Waterproofing	0.118%	\$2,290.71	\$2,617.95
Roofing	5.002%	\$97,137.61	\$111,014.41
Caulks/Sealants	0.493%	\$9,568.78	\$10,935.75
Overhead Doors	0.378%	\$7,341.86	\$8,390.70
Storefront/Windows	1.035%	\$20,104.10	\$22,976.12
Doors/frames	1.176%	\$22,833.62	\$26,095.57
Door Hardware	0.786%	\$15,257.85	\$17,437.55
EIFS	1.070%	\$20,780.68	\$23,749.35
Drywall/Insulation	1.645%	\$31,948.12	\$36,512.14
Ceramic Tile	0.933%	\$18,122.69	\$20,711.64
Acoustical Ceilings	1.433%	\$27,836.45	\$31,813.08
Urethane Flooring	3.175%	\$61,658.70	\$70,467.09
VCT	0.257%	\$4,997.03	\$5,710.89
Paint	1.472%	\$28,588.42	\$32,672.48
Signage	0.129%	\$2,513.01	\$2,872.01
Toilet Accessories	0.188%	\$3,655.47	\$4,177.68
Lockers	0.194%	\$3,774.35	\$4,313.54
Louver Vents	0.055%	\$1,069.00	\$1,221.71
Flagpole	0.102%	\$1,981.41	\$2,264.47
Access Ladder	0.124%	\$2,416.36	\$2,761.55
Kennel Fencing	4.997%	\$97,041.92	\$110,905.05
Cat Cages	1.991%	\$38,661.73	\$44,184.84
Stainless Casework	2.119%	\$41,162.18	\$47,042.49
Window Tratments	0.097%	\$1,888.63	\$2,158.43
Plumbing	7.133%	\$138,542.39	\$158,334.16
Mechanical	19.658%	\$381,784.63	\$436,325.29
Electrical	8.062%	\$156,572.29	\$178,939.76
<b>TOTAL</b>	<b>100.000%</b>	<b>\$1,992,150.00</b>	<b>\$2,269,600.00</b>



**15-49**  
**RESOLUTION**  
**OF THE**  
**REDEVELOPMENT COMMISSION**  
**OF THE**  
**CITY OF BLOOMINGTON, INDIANA**

**APPROVAL OF PROJECT REVIEW AND APPROVAL FORM REGARDING LIGHTING  
UPGRADES AT THE BUSKIRK CHUMLEY THEATER, MILLER-SHOWERS PARK,  
WALDRON, HILL, AND BUSKIRK PARK, ALONG THE B-LINE TRAIL, AT THE MORTON  
STREET GARAGE, AND AT THE 7TH AND WALNUT STREET GARAGE**

**WHEREAS**, the City of Bloomington has brought the RDC a Project Review & Approval Form (“Form”) which seeks the support of the RDC to solicit quotes to upgrade the lighting at: (1) the Buskirk-Chumley Theater, (2) Miller-Showers Park, (3) Waldron, Hill, and Buskirk Park, (4) along the B-Line Trail, (5) the Morton Street Garage, and (6) the 7<sup>th</sup> & Walnut Garage; and

**WHEREAS**, a copy of the Form is attached to this Resolution as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA, THAT:

1. The Redevelopment Commission finds that the Project, as set forth in more detail in the attached Project Review & Approval Form, constitutes the construction and installation of improvements, rather than continuing maintenance.
2. The Redevelopment Commission finds that the Project has a valid public purpose, and approves the Project.
3. The expenditure of funds is not approved by this Resolution. Funding will be approved at a later date when the Project Manager brings a Contract that has been prepared after complying with the appropriate City procurement process for the Project.

BLOOMINGTON REDEVELOPMENT COMMISSION

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David Walter, President

ATTEST:

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Elizabeth Kehoe, Secretary

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Date

City of Bloomington  
Redevelopment Commission  
Project Review & Approval Form

**Please Note:**

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

*To Be Completed by Requesting Party:*

**Project Name:** Lighting Upgrades at the Buskirk-Chumley Theater, Miller-Showers Park, Waldron, Hill, and Buskirk Park, along the B-Line Trail, at the Morton Street Garage, and at the 7th and Walnut Street Garage

**Project Manager:** Jacqui Bauer (Barry Collins, JD Boruff)

**Project Description:**

This is a broad project that proposes to upgrade the lighting at the Buskirk-Chumley Theater, several City parks (Miller-Showers Park, Waldron, Hill, and Buskirk Park), along the B-Line Trail, and at two parking garages (Morton Street and 7th and Walnut).

While these facilities have different lighting needs, if the project is approved by the Redevelopment Commission, Staff intends to bid the aspects of this project collectively, because it anticipates savings associated with economies of scale.

Existing metal halide and incandescent fixtures and bulbs will be upgraded to more efficient LED bulbs at all locations listed above. Metal halide lights use significantly more energy and can provide lower-quality lights than LEDs.

Staff believes that this will have an impact on the City in at least two ways:

- (1) The LED lighting that this project proposes to install is brighter than the existing lighting systems. This should make people feel safer when using the parks, B-

Line Trail, and parking garages which, in turn, will make people more apt to use those facilities.

- (2) LED lighting is more efficient than the City's existing lighting systems at these facilities. That will lead to energy savings (it is estimated that LED lights pay for themselves in between four and 13 years, depending on the application), and—especially when taken in conjunction with other sustainable initiatives in the City—demonstrates that Bloomington is a sustainably minded place to live, carefully stewards taxpayer dollars, and considers evolving technology in the conduct of its operations.

This project is a permissible use of Tax Increment, satisfying all four factors of the TIF Test.

- (1) It is substantial and complex work that involves the addition of new parts.
- (2) It will directly increase the value of the facilities impacted, by reducing their operating costs.
- (3) The upgraded LED lighting will perform as well as newly constructed LED lighting.
- (4) This project was not contemplated as part of the normal life cycle of the existing lighting system.

Additionally, this is a project that would be capitalized under the IRS's guidelines.

**Project Timeline:**

Start Date: September 2015  
End Date: December 2015

**Financial Information:**

Estimated full cost of project:	\$258,500 <sup>1</sup>
Sources of funds:	2015 Consolidated TIF Bond
	Office of Energy Development grant (\$30k)

**Project Phases:** This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.

Staff anticipates one contract for lighting upgrades.<sup>2</sup> However, the projects at the facilities will be prioritized to maximize the Office of Energy Development grant, which will partially fund the upgrades at Miller-Showers Park and the 7<sup>th</sup> and Walnut Garage.

<sup>1</sup> If it is not possible to upgrade the stage lighting at the Buskirk-Chumley Theater, the full project cost will be reduced.

<sup>2</sup> It is possible that a second contract will be required to replace the stage lighting at the Buskirk-Chumley Theater, due to the specialized nature of that lighting.

*Estimated project timeline:*

September 2, 2015:	Project approval by Redevelopment Commission
September 3-25, 2015:	Staff obtains contractor quotes
October 5, 2015 <sup>3</sup> :	Approval of contract by Redevelopment Commission
October 31, 2015:	Completion of Office of Energy Development grant-funded projects
December 31, 2015:	Completion of all projects

*To Be Completed by Redevelopment Commission Staff:*

Approved on \_\_\_\_\_

By Resolution \_\_\_\_\_ by a vote of \_\_\_\_\_

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<sup>3</sup> Grant-funded projects may begin prior to this date in order to maintain the required timeline of the Office of Energy Development.



**15-64**  
**RESOLUTION**  
**OF THE**  
**REDEVELOPMENT COMMISSION**  
**OF THE**  
**CITY OF BLOOMINGTON, INDIANA**

**APPROVAL OF PROJECT REVIEW AND APPROVAL FORM REGARDING UPGRADES TO  
THE ALLISON-JUKEBOX COMMUNITY CENTER**

**WHEREAS**, the City of Bloomington has brought the Redevelopment Commission a Project Review & Approval Form (“Form”) which seeks the support of the RDC to move forward and solicit quotes for upgrades to the Allison-Jukebox Community Center (“Project”); and

**WHEREAS**, a copy of the Form is attached to this Resolution as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA, THAT:

1. The Redevelopment Commission finds that the Project, as set forth in more detail in the attached Project Review & Approval Form, constitutes the construction and installation of improvements, rather than continuing maintenance.
2. The Redevelopment Commission finds that the Project has a valid public purpose, and approves the Project.
3. The expenditure of funds is not approved by this Resolution. Funding will be approved at a later date when the Project Manager brings a Contract that has been prepared after complying with the appropriate City procurement process for the Project.

BLOOMINGTON REDEVELOPMENT COMMISSION

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David Walter, President

ATTEST:

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Elizabeth Kehoe, Secretary

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Date

City of Bloomington  
Redevelopment Commission  
Project Review & Approval Form

**Please Note:**

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

*To Be Completed by Requesting Party:*

**Project Name:** Upgrades to the Allison-Jukebox Community Center

**Project Manager:** Dave Williams

**Project Description:**

The Allison-Jukebox Community Center (“Allison-Jukebox”) is a circa 1930 facility that has seen many adaptive reuses from swimming pool bathhouse to modern day community center, hosting public programming and community events.

This project proposes to make a substantial investment in the Allison-Jukebox, to keep the Allison-Jukebox a viable site for programming and events for the foreseeable future (including upgrading the electrical system from its existing 1950s-era system) and to improve accessibility for all users of the Allison-Jukebox (including renovating the restrooms and making improvements to the sidewalk and entrance).

The project will also put the Allison-Jukebox through a systematic process called “retrocommissioning” that will identify less than optimal performance at the Allison-Jukebox, and make any necessary adjustments. The Allison-Jukebox will also be put through a LEED evaluation.

Staff believes that this project will have an impact on the Allison-Jukebox and the surrounding area in at least two ways:

1. Investment in the Allison-Jukebox to keep it a viable site for programming and events should encourage continued private investment in the surrounding neighborhood.
2. The accessibility improvements at the Allison-Jukebox will make the facility more inviting for all users, making it easier for everyone to attend the events held at that location.

This project is a permissible use of Tax Increment, satisfying all four factors of the TIF Test:

1. It is substantial and complex work that involves the addition of new parts.
2. It will directly increase the value of the Allison-Jukebox by making it a more viable site for programming and events.
3. After the project is completed, the Allison-Jukebox will perform as well as a newly constructed community center.
4. The improvements that will be completed as part of this project were not contemplated as part of the normal life cycle of the Allison-Jukebox.

Additionally, this is a project that would be capitalized under the IRS's guidelines.

**Project Timeline:**

Start Date: September 2015

End Date: March 2017

**Financial Information:**

Estimated full cost of project:	\$224,000
Sources of funds:	2015 TIF Bond

**Project Phases:** This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.

<u>Phase/Work to Be Performed</u>	<u>Cost</u>	<u>Timeline</u>
<b>1</b> Project Review and Approval		9/2/15
<b>2</b> Pre-Construction Consulting and Design	\$18,000	September 2015 through Q1 2016
<b>3</b> Construction	\$206,000	Late Summer 2016 through Q1 2017 <sup>1</sup>

To Be Completed by Redevelopment Commission Staff:

Approved on \_\_\_\_\_

By Resolution \_\_\_\_\_ by a vote of \_\_\_\_\_

<sup>1</sup> Construction is proposed to be scheduled in this way to avoid any conflict from a scheduling perspective with the summer camps that use the Allison-Jukebox.

**15-65**  
**RESOLUTION**  
**OF THE**  
**REDEVELOPMENT COMMISSION**  
**OF THE**  
**CITY OF BLOOMINGTON, INDIANA**

**APPROVAL OF PROJECT REVIEW AND APPROVAL FORM REGARDING UPGRADES TO  
THE BUILDING AND TRADES PARK**

**WHEREAS**, the City of Bloomington has brought the Redevelopment Commission a Project Review & Approval Form (“Form”) which seeks the support of the RDC to move forward and solicit quotes for upgrades to Building and Trades Park (“Project”); and

**WHEREAS**, a copy of the Form is attached to this Resolution as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA, THAT:

1. The Redevelopment Commission finds that the Project, as set forth in more detail in the attached Project Review & Approval Form, constitutes the construction and installation of improvements, rather than continuing maintenance.
2. The Redevelopment Commission finds that the Project has a valid public purpose, and approves the Project.
3. The expenditure of funds is not approved by this Resolution. Funding will be approved at a later date when the Project Manager brings a Contract that has been prepared after complying with the appropriate City procurement process for the Project.

BLOOMINGTON REDEVELOPMENT COMMISSION

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David Walter, President

ATTEST:

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Elizabeth Kehoe, Secretary

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Date

City of Bloomington  
Redevelopment Commission  
Project Review & Approval Form

**Please Note:**

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

To Be Completed by Requesting Party:

**Project Name:** Upgrades to Building and Trades Park

**Project Manager:** Dave Williams

**Project Description:**

Building and Trades Park is located near Bloomington Hospital, which in light of the Hospital's announcement of its relocation, is an area ripe for future redevelopment. One mechanism the City has to encourage redevelopment of the area surrounding Building and Trades Park is investment in the Park to make it more family friendly, and better equipped to handle the heavy use the Park receives associated with recreational use and sports team practices.

Two significant improvements to the Park that will come from this project are: (1) the conversion of the existing restrooms to unisex restrooms, making the Park more accommodating for parents with young children, and (2) the installation of new playing surfaces so that the field and courts can better handle the heavy use associated with extensive recreational use and sports team practices.

This project is a permissible use of Tax Increment, satisfying all four factors of the TIF Test:

1. It is substantial and complex work that involves the addition of new parts.
2. It will directly increase the value of Building and Trades Park, by, for instance, increasing the capabilities of the fields to handle heavy usage and to better drain water.
3. After the project is completed, Building and Trades Park will perform as well as a newly constructed park.
4. The improvements that will be completed as part of this project were not contemplated as part of the normal life cycle of the Building and Trades Park.

Additionally, the improvements associated with this project would be capitalized under the IRS's guidelines.

**Project Timeline:**

Start Date: September 2015



End Date: December 2017

**Financial Information:**

Estimated full cost of project:	\$233,000
Sources of funds:	2015 TIF Bond

**Project Phases:** This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.

<u>Phase/Work to Be Performed</u>	<u>Cost</u>	<u>Timeline</u>
<b>1</b> Project Review and Approval		September 2, 2015
<b>2</b> Pre-Construction Consulting and Design	\$8,000	December 31, 2015
<b>3</b> Construction of Restroom Upgrades	\$86,000	2016
<b>4</b> Construction of Other Upgrades	\$139,000	2017

*To Be Completed by Redevelopment Commission Staff:*

Approved on \_\_\_\_\_

By Resolution \_\_\_\_\_ by a vote of \_\_\_\_\_

**15-66**  
**RESOLUTION**  
**OF THE**  
**REDEVELOPMENT COMMISSION**  
**OF THE**  
**CITY OF BLOOMINGTON, INDIANA**

**APPROVAL OF PROJECT REVIEW AND APPROVAL FORM REGARDING UPGRADES TO  
RCA PARK**

**WHEREAS**, the City of Bloomington has brought the Redevelopment Commission a Project Review & Approval Form ("Form") which seeks the support of the RDC to move forward and solicit quotes for upgrades to RCA Park ("Project"); and

**WHEREAS**, a copy of the Form is attached to this Resolution as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT COMMISSION OF THE CITY OF BLOOMINGTON, INDIANA, THAT:

1. The Redevelopment Commission finds that the Project, as set forth in more detail in the attached Project Review & Approval Form, constitutes the construction and installation of improvements, rather than continuing maintenance.
2. The Redevelopment Commission finds that the Project has a valid public purpose, and approves the Project.
3. The expenditure of funds is not approved by this Resolution. Funding will be approved at a later date when the Project Manager brings a Contract that has been prepared after complying with the appropriate City procurement process for the Project.

BLOOMINGTON REDEVELOPMENT COMMISSION

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David Walter, President

ATTEST:

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Elizabeth Kehoe, Secretary

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Date

City of Bloomington  
Redevelopment Commission  
Project Review & Approval Form

**Please Note:**

- Approval of the project by the Redevelopment Commission through this Project Review & Approval Form does not represent an authorization to begin work or expend funds.
- Authorization of work and the commitment of funds shall be done when the Redevelopment Commission reviews and approves: (1) a Purchase Order or Contract prepared after complying with the appropriate procurement process for the type of item, service or construction being sought and (2) the estimated costs associated with the Purchase Order or Contract.
- No payment of funds shall be made without a duly authorized and approved Purchase Order or Contract. All claims for payment against a duly authorized Purchase Order or Contract shall be submitted to the Redevelopment Commission for their review and approval along with any required departmental inspections, reviews and approvals prior to the payment of any funds.

*To Be Completed by Requesting Party:*

**Project Name:** Upgrades to RCA Park

**Project Manager:** Dave Williams / Parks

**Project Description:**

RCA Park is well known for its existing trail system (the Early History Trail and the Thomson Woods Trail). This project proposes to both improve the existing trails at RCA Park (including the installation of a drainage system), and design and layout a new hiking trail, which is expected to make the trails at RCA Park more usable more often for more people.

Staff believes that the project will improve the City's overall parks system by providing another excellent recreational facility for residents and that the improved RCA Park—in conjunction with the entire City park system—will be one consideration in the decision to relocate to Bloomington.

This project is a permissible use of Tax Increment, satisfying all four factors of the TIF Test:

1. It is substantial and complex work that involves the addition of new parts.
2. It will directly increase the value of RCA Park, by improving the existing trail system, and creating an additional trail.
3. After the project is completed, the existing trails will perform as well as a newly built trail.
4. The improvements that will be completed as part of this project were not contemplated as part of the normal life cycle of RCA Park.

Additionally, this is a project that would be capitalized under the IRS's guidelines.

**Project Timeline:**

**Start Date:** September 2, 2015

**End Date:** December 31, 2018

**Financial Information:**

Estimated full cost of project:	\$85,000
Sources of funds:	2015 TIF Bond

**Project Phases:** This breakdown should mirror the contract(s) expected to be issued for this project. Each phase should include a description of the work to be performed, the cost, and the timeline for the contract.

<u>Phase/Work to Be Performed</u>	<u>Cost</u>	<u>Timeline</u>
<b>1</b> Project Review and Approval		9/2/15
<b>2</b> Design and Construction	\$80,000	2016 – 2018 <sup>1</sup>

*To Be Completed by Redevelopment Commission Staff:*

Approved on \_\_\_\_\_

By Resolution \_\_\_\_\_ by a vote of \_\_\_\_\_

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<sup>1</sup> At this point, Staff expects that one contract will be awarded for the Project, but that the work itself will take place over a three year period and be conducted in a way that minimizes the interruptions to users of the Park.